



**ASSOCIATION of  
GOVERNMENTS**

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**Riverside County:** Jeff Stone, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Loveridge, Riverside • Greg Pettis, Cathedral City • Ron Roberts, Temecula

**San Bernardino County:** Gary Oviatt, San Bernardino County • Lawrence Dale, Barstow • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Tim Jasper, Town of Apple Valley • Larry McCallion, Highland • Deborah Robertson, Rialto • Alan Wagner, Ontario

**Tribal Government Representative:** Andrew Masiel Sr., Pechanga Band of Luiseño Indians

**Ventura County:** Linda Parks, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

**Orange County Transportation Authority:** Art Brown, Buena Park

**Riverside County Transportation Commission:** Robin Lowe, Hemet

**Ventura County Transportation Commission:** Keith Millhouse, Moorpark

## MEETING OF THE

# ADMINISTRATION COMMITTEE

### PLEASE NOTE DATE AND TIME

**Thursday, July 12, 2007**

**8:30 a.m. – 9:30 a.m.**

### SCAG Offices

**818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Conference Room San Bernardino  
Los Angeles, CA 90017  
213.236.1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or [summers@scag.ca.gov](mailto:summers@scag.ca.gov)

Agendas and Minutes for the Administration Committee are also available at:

[www.scag.ca.gov/committees/ac.htm](http://www.scag.ca.gov/committees/ac.htm)

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# Administration Committee Membership

*July 2007*

Loveridge, Ronald, ***Chair***  
Edney, Jon, ***Vice Chair***

*Riverside*  
*El Centro*

*Riverside County*  
*CEHD*

<b>Member</b>	<b>Representing</b>	<b>Affiliation</b>
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	TCC
Becerra, Glen	Simi Valley	Ventura County
Burke, Yvonne	Los Angeles	President
Clark, Margaret	Rosemead	EEC
Dixon, Richard	Lake Forest	Officer
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	Appointed
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	Officer
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Wapner, Alan	Ontario	SANBAG

*Last Update 6/11/07*

# ADMINISTRATION COMMITTEE

## AGENDA

PAGE #

TIME

*"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."*

1.0 **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Ron  
Loveridge, Chair

2.0 **PUBLIC COMMENT PERIOD**

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 **REVIEW and PRIORITIZE AGENDA ITEMS**

4.0 **CONSENT CALENDAR**

4.1 **Approval Items**

- |       |   |    |
|-------|---|----|
| 4.1.1 | <u>Minutes of June 7, 2007 Meeting</u><br><b>Attachment</b>   | 1  |
| 4.1.2 | <u>Federal Aviation Administration</u><br><u>Grant Application for \$650,000</u><br><b>Attachment</b>                           | 7  |
| 4.1.3 | <u>I-710 EIR/EIS Funding Agreement</u><br><b>Attachment</b>   | 15 |
| 4.1.4 | <u>Co-Sponsorship of UCLA Extension</u><br><u>Public Policy Program 2007</u><br><u>Arrowhead Symposium</u><br><b>Attachment</b> | 16 |
| 4.1.5 | <u>Study Tour on Public Transportation</u><br><u>and Mobility in Switzerland</u><br><b>Attachment</b>                           | 28 |

# ADMINISTRATION COMMITTEE

## AGENDA

			PAGE #	TIME
4.2	<b><u>Receive &amp; File</u></b>			
4.2.1	<u>Contracts/Purchase Orders and MOUs between \$5,000 - \$250,000 Attachment</u>		35	
4.2.2	<u>Leadership Southern California Program Opportunity Attachment</u>		39	
5.0	<b><u>ACTION ITEMS</u></b>			
5.1	<u>GASB 45-Other Post Employment Benefits; Supplemental Defined Benefit Retirement Plan Attachment</u>	<b>Wayne Moore, CFO</b>	51	10 minutes
	<b>Recommended Action:</b> For Financial Planning purposes approve a 2% Triennial Increase in Retiree Medical Benefits; Establish an Irrevocable Trust; Fund the Supplemental Benefit Pension Plan with a Purchased Annuity			
5.2	<u>Regional Council Policy Manual Attachment &amp; Supplemental Attachment</u>	<b>Justine Block, Deputy Counsel</b>	55	10 minutes
	<b>Recommended Action:</b> Approve with Recommended Amendments			
5.3	<u>Merit Pay Program Attachment</u>	<b>Debbie Dillon, HR Manager</b>	57	5 minutes
	<b>Recommended Action:</b> Approve end of Merit Pay Program Pilot Status and Increase Top of Merit Payment Ranges by 1%			

# ADMINISTRATION COMMITTEE

## AGENDA

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			<i>PAGE #</i>	<i>TIME</i>
<b>6.0</b>	<b><u>INFORMATION ITEMS</u></b>			
6.1	<u>Salary Administration and Tuition Reimbursement Revisions Attachment</u>	<b>Rhonda Lawrence, SCAG Staff</b>	<b>61</b>	<b>5 minutes</b>
6.2	<u>CFO Monthly Financial Report for May 2007 Attachment</u>	<b>Wayne Moore, CFO</b>	<b>64</b>	<b>10 minutes</b>
6.3	<u>Reactivation of Investment Sub-Committee</u>	<b>Wayne Moore, CFO</b>		<b>5 minutes</b>
<b>7.0</b>	<b><u>AUDIT COMMITTEE REPORT</u></b>	<b>Hon. Paula Lantz, Vice Chair</b>		
<b>8.0</b>	<b><u>STAFF REPORT</u></b>			
<b>9.0</b>	<b><u>FUTURE AGENDA ITEMS</u></b>			
	Any Committee member or staff desiring to place items on a future agenda may make such a request.			
<b>10.0</b>	<b><u>ANNOUNCEMENTS</u></b>			
<b>11.0</b>	<b><u>ADJOURNMENT</u></b>			
	The next meeting of the Administration Committee will be held on Thursday, September 13, 2007 at the SCAG offices in downtown Los Angeles.			

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

June 7, 2007

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**MINUTES**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the Lake Arrowhead Resort, Lake Arrowhead, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

**Members Present**

Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Wapner, Alan	City of Ontario
Young, Toni ( <b>Chair</b> )	City of Port Hueneme

**Members Not Present**

Aldinger, Jim	Manhattan Beach
Becerra, Glenn	City of Simi Valley
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Parks, Bernard	City of Los Angeles
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Washburn, Dennis ( <b>Vice Chair</b> )	City of Calabasas

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE**

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 10:00 a.m.

**2.0 ELECTION OF CHAIR & VICE CHAIR**

Motion was made to nominate Hon. Ronald Loveridge as the Administration Committee Chair and to nominate Hon. Jon Edney as the Administration Committee Vice Chair.

*Motion was moved, seconded and unanimously approved.*

**3.0 PUBLIC COMMENT PERIOD**

None

**4.0 REVIEW and PRIORITIZE AGENDA ITEMS**

Item 5.1.6 was pulled for discussion. Wayne Moore, CFO advised that the \$84.00 lodging rate complies with the State's reimbursement rate.

**5.0 CONSENT CALENDAR**

**5.1 Approval Items**

5.1.1 Minutes of April 5, 2007 Meeting

5.1.2 Contracts over \$250,000

5.1.3 Sponsorship of the World Conference  
on Transport Research

5.1.4 EPA Grant for Smart Growth Streets  
and Emergency Response

5.1.5 FHWA Grant for Integrating Transportation  
and Resource Planning to Develop  
Ecosystem Based Infrastructure Projects

5.1.6 Amendment to the SCAG Travel Policy  
and Guidelines

## **5.2     Receive & File**

### **5.2.1   Contracts/Purchase Orders and           MOUs between \$5,000 - \$250,000**

*Motion was made to approve the consent calendar. Motion was seconded and unanimously approved.*

## **6.0     ACTION ITEMS**

### **6.1     Fulbright & Jaworski Contract**

Joann Africa, Acting Chief Counsel provided an overview requesting the authorization to amend the Fulbright & Jaworski contract to increase the maximum amount payable by \$50,000 for Fiscal Year 2006-07, and to continue the contract on a month-to-month basis starting July 1, 2007.

Due to additional legal costs, including those associated with services related to the RHNA program, it is necessary to increase the maximum contract amount payable for this fiscal year by \$50,000.

Funding for the proposed amendment is included in the FY 2006-07 and FY 2007-08 budgets for legal services and will be allocated as appropriate between the General Fund and Indirect Costs Fund.

*Motion was made to approve amendment. Motion was seconded and unanimously approved.*

### **6.2     State Lobbyist Contract**

Sylvia Patsaouras, Interim Director of Gov. and Public Affairs provided an overview of the State Lobbyist Contract and requested approval of contract #08-002 to Hatch & Parent for State Governmental Affairs consulting and lobbying services, in an amount not to exceed \$100,000 annually. The contract is a four year contract, renewed annually.

A request was made to have staff prepare evaluations at the end of each legislative sessions to include summaries on what was learned, what wasn't learned, what can be approved upon, etc. The summary should be able to provide direction to the legislators as well as the members and staff in future sessions.

*Motion was made to approve the contract. Motion was seconded and unanimously approved.*



### 6.3 Federal Lobbyist Contract

Sylvia Patsaouras, Interim Director of Gov. and Public Affairs provided an overview of the State Lobbyist Contract and requested approval of contract #08-001 to the C2 Group for federal governmental affairs consulting and lobbying services, in an amount not to exceed \$200,280 annually. The contract is a four year contract, renewed annually.

Councilwoman Robin Lowe, RCTC member expressed some concerns about the last consensus trip with the Federal Lobbyist. Councilwoman Lowe expressed her disappointment in the sessions, and how it was difficult to meet with the appropriate legislators over concerns that affect the Southern California Region, such as the Air Quality issues.

Other committee members also voiced their concerns on how productive the trip had been, but also noted that timing of the trip may have attributed to concerns raised. Regional Council President Gary Ovitt suggested that several meetings be held in the early stages to discuss strategies and planning issues prior to setting the Agenda for Washington.

*Motion was made to approve the contract. Motion was seconded and unanimously approved.*

### 6.4 I-710 EIR/EIS Funding Agreement

Philip Law, Corridors Program Manager, gave an overview of the I-710 project and discussed the request for SCAG to develop a Funding Agreement with the MTA. The Funding Agreement would commit SCAG to \$3 million dollars—comprising \$2 million in direct support and \$1 million in “in-kind” activities. The duration of the project is expected to be 43 months.

*Motion was made to approve. Motion was seconded and unanimously approved.*

## **7.0 INFORMATION ITEMS**

### **7.1 CFO Monthly Financial Report for April 2007**

Wayne Moore, CFO reported on several significant highlights:

- In order to improve invoice efficiency for elected officials, a new travel reimbursement expense form was developed.
- The GFOA awarded a Certificate of Achievement for Excellence in Financial Reporting to SCAG for its Comprehensive Annual Financial Report (CAFR) for the year ending June 30, 2006.
- All Budget activities are completed. The annual budget is expected to be approved by the FHWA no later than June 30, 2007. The Indirect Cost Budget is also expected to be approved by June 30, 2007.
- Next year, a consolidated budget development system will be implemented to allow long range planning.

## **8.0 STAFF REPORT**

There was no Staff Report

## **9.0 FUTURE AGENDA ITEMS**

Hon. Toni Young requested a subcommittee to be formed on Investment Policies.

## **10.0 ANNOUNCEMENTS**

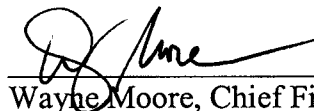
There were no announcements

## **11.0 ADJOURNMENT**

Hon. Toni Young, Chair, adjourned the meeting at 10:27 a.m.

The next Administration Committee meeting will be held on Thursday, July 12, 2007 at the SCAG offices in downtown Los Angeles.

Minutes Approved by:



Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee

# ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

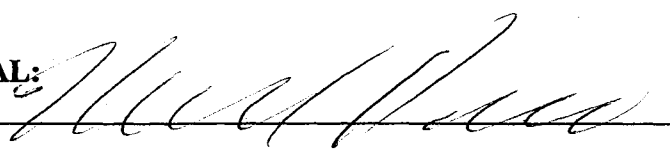
Member (including Ex-Officio) Last Name, First Name		X = County Represented							X = Attended				= No Meeting NM = New Member											
		IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
Aldinger, Jim *	Manhattan Beach		X					X																
Baldwin, Harry*	San Gabriel		X					X				X												
Becerra, Glen *	Simi Valley		X																					
Burke, Yvonne*	Los Angeles County		X					X				X												
Clark, Margaret*	Rosemead		X					X																
Dixon, Richard *	Lake Forest			X				X																
Edney, Jon* Vice Chair	El Centro	X						X		X	X	X												
Loveridge, Ronald, Chair*	Riverside				X			X	X			X												
Lowenthal, Bonnie	Long Beach		X																					
Masiel, Andrew *	T.A.S.I.N.				X					X	X													
McCallon, Larry*	Highland				X			X	X			X												
Nowatka, Paul*	Torrance		X					X	X	X	X	X												
O'Connor, Pam *	Santa Monica		X																					
Ovitt, Gary*	San Bernardino County					X					X	X												
Parks, Bernard*	Los Angeles		X					X																
Pettis, Gregory*	Cathedral City				X			X	X	X	X													
Roberts, Ron *	Temecula				X			X			X													
Wapner, Alan*	Ontario					X			X	X	X	X												
Washburn, Dennis*	Calabasas						X	X	X	X	X													
Young, Toni *	Port Hueneme						X		X	X	X	X												
Totals		1	9	1	5	2	2																	

\* Regional Council Member

# REPORT

**DATE:** July 12, 2007  
**TO:** Administrative Committee and Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, 213-236-1804, [moore@scag.ca.gov](mailto:moore@scag.ca.gov)  
**SUBJECT:** Federal Aviation Administration Grant (FAA) Application for \$650,000

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Authorize SCAG to apply for, and if awarded, accept, FAA grant funds for regional aviation system planning.

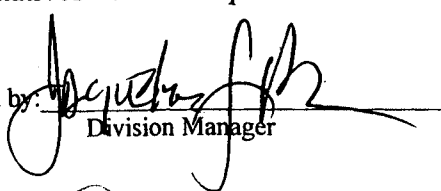
**BACKGROUND:**

For the past several years, SCAG has sought and received FAA funds for regional aviation planning activities. This year, SCAG is seeking \$650,000 in FAA funds to perform several tasks, including updating general aviation forecasts, assessing environmental implication of forecasts, evaluating the emission reduction potential of an airline pricing strategy, and collecting and updating regional aviation activity data. In addition, FAA funds would support public participation in aviation planning through SCAG's sponsorship of the Aviation Task Force and the Aviation Technical Advisory Committee (ATAC), which will be working closely with the previously dormant Southern California Regional Airport Authority (SCRAA). The SCRAA has been reorganized as a vehicle to help implement regional aviation system plans developed and adopted by SCAG and the ATAC will serve as a technical committee to SCRAA as well as to SCAG. FAA funds would also fund local government assistance activities performed by SCAG staff, such as local government briefings and review of airport capital improvement programs.


**FISCAL IMPACT**

If awarded, the FAA grant funds and the required 5% local, in-kind match will be included in SCAG's Comprehensive Budget. The in-kind match will be provided by the participation of local government representatives in SCAG sponsored task forces, committees, and associated activities.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer

# BUDGET SUMMARY SCAG REGIONAL AVIATION SYSTEM PLANNING

October 2007 – September 2008

TASK	DESCRIPTION	SCHEDULE	BUDGET
<b>1</b>	<b>Regional Transportation Plan— Phase II</b>		
<b>A</b>	Update General Aviation Forecasts	10/01/07- 4/30/08	\$250,526
<b>B</b>	Assess Environmental Implications of General Aviation Forecasts	4/30/08- 9/30/08	\$94,737
<b>2</b>	<b>Evaluate the Emission Reduction Potential of an Airline Pricing Strategy</b>		
<b>A</b>	Model the Emission Reduction Potential of an Airline Pricing Strategy	10/01/07- 6/30/08	\$147,368
<b>3</b>	<b>Continuous Aviation System Planning</b>		
<b>A</b>	Collect and Update Aviation Activity Data	10/01/07- 9/30/08	\$23,158
<b>4</b>	<b>Services</b>		
<b>A</b>	Public Participation Program	10/01/07- 9/30/08	\$84,211
<b>B</b>	Local Government Assistance	10/01/07- 9/30/08	\$63,158
<b>C</b>	Reports, Coordination and Management	10/01/07- 9/30/08	\$21,053
	Total	10/01/07- 9/30/08	\$684,211
	Federal		\$650,000
	Local		\$34,211

## **REGIONAL AVIATION SYSTEM PLANNING SCOPE OF WORK**

### **INTRODUCTION**

The Southern California Association of Governments (SCAG) is responsible to the Federal Aviation Administration and the State of California for planning the regional airport system in accordance with federal and state guidelines and requirements. SCAG's Regional Council has recognized that no transportation mode acts in a vacuum separate from other transportation modes. Airport system changes in the past decade have provided the region the opportunity to proactively plan for the growth of regional aviation in conjunction with planning for other modes of transportation.

SCAG's adopted 2004 Regional Transportation Plan, titled *Destination 2030* proposes a decentralized regional aviation element. This Plan would accommodate a total regional air passenger demand of 170 million passengers in 2030. Work on the agency's 2008 Regional Transportation Plan to be adopted in the fall of 2007 is currently updating and revising this forecast, for the year 2035. Future demand for air travel will be largely served by using available capacity at suburban airfields located in the Inland Empire and North Los Angeles County where projected population growth will be best served, rather than relying on expanding existing urban airports. Cooperation between airport authorities is necessary to ensure efficient usage of capacity, including coordinated planning for improving regional airport ground access to suburban airports with available capacity.

The reactivation of the previously dormant Southern California Regional Airport Authority (SCRAA) presents a unique opportunity to achieve this kind of regional coordination needed to carry out a regional aviation decentralization strategy. The recent reorganization of SCRAA, including a redefinition of its overall mission, has resulted in a close working relationship between SCRAA and SCAG. SCAG will continue to conduct regional aviation system planning funded by the FAA, and SCRAA will now serve as a vehicle to help implement regional aviation system plans developed and adopted by SCAG. Also, SCAG's Aviation Technical Advisory Committee (ATAC) will serve as a technical committee to the SCRAA as well as SCAG. SCAG administrative support to ATAC to be funded in Task 3A below will therefore have the dual function of supporting aviation input to SCAG policy committees as well as to the SCRAA Board of Directors.

The following work tasks will be accomplished in a twelve month planning period. Organization of this continuous airport system planning process is structured to be consistent with the process defined in FAA Advisory Circular 150/5070-7 (The Airport System Planning Process) with the objective of supporting both SCAG and the SCRAA in carrying out the regional aviation policies adopted for the 2008 RTP. Special studies conducted consistent with Advisory Circular 150/5070-7 will focus on updating the general aviation forecast for the region, evaluating the potential environmental impacts of future growth in business aviation on general aviation airports in the region, and evaluating the potential environmental benefits of airline pricing strategies.

Tasks will be coordinated with recently completed and ongoing SCAG aviation studies, including the regional air passenger and air cargo forecasts, the Regional Airport Management Implementation Study, and the Regional HOV/Flyaway Study.

Specific technical input for the continuous aviation system planning program will be provided by ATAC. Overall policy direction will be provided by the Transportation and Communications Committee.

## **1. UPDATE GENERAL AVIATION FORECASTS AND EVALUATE POTENTIAL ENVIRONMENTAL IMPACTS**

The main component of this Scope of Work is to develop new general aviation forecasts for the region, including forecasts for corporate aviation. This work will involve use of the Regional Aviation Demand Allocation Model (RADAM), which has not been previously employed to develop regional general aviation forecasts. An evaluation of the environmental impacts of accommodating increased general aviation activity at some airports, including corporate jets and Very Light Jets (VLJs), will also be conducted. This work will be reviewed by SCAG's Aviation Technical Advisory Committee (ATAC), and Transportation and Communications Committee (TCC).

### *Task A: Update General Aviation Forecasts*

SCAG regional forecasts of general aviation based aircraft and operations will be updated and extended to a year 2035 planning horizon. Past general aviation forecasts conducted by SCAG were largely based on a simple extrapolation of past trends. For the first time the updated general aviation forecasts will be based on a comprehensive computer modeling process using the Regional Aviation Demand Allocation Model (RADAM) which has been employed by SCAG over the past 15 years to develop air passenger, air cargo and aircraft operations forecasts. The modeling will be based on past trends, but will also use 2035 SCAG socio-economic forecasts and demographic forecasts for the general aviation pilot population. It will also be based on an evaluation of the capacity of general aviation airports in the region to accommodate future general aviation operations, particularly IFR operations including corporate jets and Very Light Jets (VLJs).

General aviation airports will be surveyed by both phone and mailed/internet questionnaires, to determine recent trends in based aircraft by aircraft type and operations by trip type. The forecasts will incorporate past trends at each airport, as well as state and national forecasts for the general aviation industry. Facilities at general aviation airports will be inventoried with the objective of assessing their ability to accommodate future general aviation activity including corporate jet and VLJ operations. Capacity constraints at urban air carrier airports that accommodate general aviation activities will also be assessed and factored into the forecasts. Also, information that was recently collected using tax county tax rolls that matched aircraft owner location (by zip code) with location (airport) of taxable property (aircraft) will be used to forecast aircraft migration from urban to suburban general aviation airports.

All inventoried data will be input to the RADAM model along with SCAG socio-economic and pilot demographic forecasts to forecast general aviation operations by aircraft type at each general aviation airport to the years 2015, 2025 and 2035.

<b>Task:</b>	<b>Conduct new general aviation surveys and develop updated general aviation forecasts</b>
<b>Output:</b>	<b>2035 general aviation forecasts--based aircraft and operations</b>
<b>Time:</b>	<b>October 2007—June 2008</b>
<b>Staff Cost:</b>	<b>\$105,263</b>
<b>Consult. Cost:</b>	<b>\$145,263</b>

*Task B:        Assess Environmental Implications of General Aviation Forecasts*

Airports that will accommodate the bulk of new general aviation operations in the region, as indicated in the forecasts developed in Task A, will be identified. The environmental implications in terms of increasing noise and air emission impacts at those airports will be estimated, with the focus on new corporate jet and VLJ operations. The environmental “footprint” of future general aviation aircraft fleets in terms of their forecast noise and air emission levels will be used in the analysis in conjunction with the use of INM and EDMS noise and air emission models. Potential abatement and mitigation strategies for minimizing the severity and extent of those impacts will be identified.

<b>Task:</b>	<b>Assess environmental implication of general aviation forecasts</b>
<b>Output:</b>	<b>Noise and air quality impacts of general aviation forecasts at selected airports</b>
<b>Time:</b>	<b>October 2007—June 2008</b>
<b>Staff Cost:</b>	<b>\$42,105</b>
<b>Consult. Cost:</b>	<b>\$52,632</b>

**2.        EVALUATE THE EMISSION REDUCTION POTENTIAL OF AN AIRLINE PRICING STRATEGY**

The generation of aviation-related air emissions has become an issue of great interest to the region as it strives to meet stringent new emission standards for ozone and particulates. Aircraft engine emission standards are set internationally by the International Civil Aeronautics Organization (ICAO) and local airport operators are very limited in their ability to control these emissions. One potential strategy that has been considered involves allowing local airport operators to base airline charges (landing fees, lease rates etc.) on level of noise and air emissions instead of aircraft landing weights. This would provide an incentive to airlines, in combination with substantial fuel cost savings, to re-engine their aircraft or purchase new aircraft with new engine technologies that are substantially cleaner than older technologies in terms of level of NOx and particulate emissions.



*Task A:            Model the Emission Reduction Potential of an Airline Pricing Strategy*

The objective of this study is to estimate the overall emission reduction potential of applying such an airline pricing strategy at air carrier airports in the region. The study would involve RADAM computer modeling of the likely response of airlines to pricing signals that reward the employment of low-emission engine technologies through lower airport fees. Factors and assumptions that will be considered in the modeling process will include existing and forecast aircraft fleet mixes and engine types, airline amortization patterns for aircraft, airline engine replacement costs and patterns, total airline costs (from financial statements), forecast fuel costs, and assumed new airline pricing structures. Model outputs will include changes in fleet mixes and engine types for the years 2010, 2020 and 2030, and average air and noise emission reductions per commercial aircraft operation.

<b>Task:</b>	<b>Model the emission reduction potential of an airline pricing strategy</b>
<b>Output:</b>	<b>Air and noise emission reductions per commercial aircraft operation</b>
<b>Time:</b>	<b>October 2007—June 2008</b>
<b>Staff Cost:</b>	<b>\$42,105</b>
<b>Consult. Cost:</b>	<b>\$105,263</b>

**3.        CONTINUOUS AVIATION SYSTEM PLANNING**

*Task A:            Collect and Update Regional Aviation Activity Data*

Data concerning aircraft operations, passenger enplanements and air cargo tonnage will be collected on a monthly basis. SCAG will collect this data from all air carrier and commuter service airports.

An Air Service Trends Monitoring program has been established and maintained for the SCAG region. This program purchases OAG flight data and aircraft ownership data with the objective of monitoring regional commercial air service in the region. It provides trend data to airport operators around the region for their uses and will also assist in monitoring the success of the Aviation Implementation Plan. Data will be purchased to continue this program in FY 07-08. Data will be collected on many aspects of airline service in the region. These include daily passenger departures by length of haul and international region, passenger and cargo departures by departure time, top O&D markets served, market share by airline departing seats, domestic load factors by airport and aircraft type, and new non-stop routes from the LA Basin. Data will be compiled for each airport, and will also be aggregated for all commercial airports to track changes in the region. Quarterly and annual reports will be prepared that summarize major trends in the region.

<b>Task:</b>	<b>Collect and Update Regional Airport Activity Data</b>
<b>Output:</b>	<b>Quarterly and annual reports of regional aviation activity</b>
<b>Time:</b>	<b>Ongoing.</b>
<b>Staff Cost:</b>	<b>\$10,526</b>
<b>Consult. Cost:</b>	<b>\$12,632</b>

#### 4. **SERVICES**

##### *Task A: Public Participation Program*

Specific policy direction for the Aviation Continuous Planning Program, including work in preparing new regional aviation and airport ground access elements for the 2008 RTP, will be provided by SCAG's policy committees. These include the Transportation and Communications Committee, comprised of regional elected officials. Technical input on regional aviation matters, assistance in data collection and identification of new aviation issues will be provided by the Aviation Technical Advisory Committee (ATAC), which will provide technical input to both SCAG and the SCRAA. Membership on this committee includes air carrier, commuter and general aviation airport representatives.

Staff will attend and actively participate in meetings of various aviation interest groups in the Los Angeles metropolitan area. Attend and participate in meetings related to Southern California aviation and provide expertise and/or develop materials for the groups as requested. Groups could include but are not limited to the Transportation Research Board, the San Diego County Regional Airport Authority, the State Division of Aeronautics, the State Transportation Commission, the South Coast Air Quality Management District, local airport authorities and other local agencies. Staff will also attend regular meetings of the SCRAA, and will agendaize SCRAA issues for ATAC meetings since the ATAC will serve as a technical advisory committee for both SCAG and the SCRAA.

<b>Task:</b>	<b>Sponsor the Aviation Technical Advisory Committee and the Aviation Technical Advisory Committee, and participate in other meetings as necessary.</b>
<b>Output:</b>	<b>Copies of printed materials developed for the Aviation Task Force, Aviation Technical Advisory Committee and other groups, including meeting agendas and minutes, fact sheets, Regional Aviation Element summary handouts, and SCAG aviation web pages</b>
<b>Time:</b>	<b>Ongoing</b>
<b>Staff Cost:</b>	<b>\$84,211</b>

*Task B:            Local Government Assistance*

Counties and other local jurisdictions will have access to SCAG staff and documents as a resource which they can utilize to keep abreast of the current status and projections for those elements of aviation activity which directly impact their planning.

When a jurisdiction decides to initiate aviation studies such as a master plan, site selection, or aviation facility expansion, aviation staff will make appropriate data and documents available to the entity. Staff will assist jurisdictions in integrating the aviation studies with the aviation goals and policies in the Regional Transportation Plan.

Assistance to the sponsor in preparation of pre-applications for funds will be made available. SCAG will comply with Executive Order 12372 (Clearinghouse Review) in the review of the proposed applications.

Airport Five year Capital Improvement Plans will be collected and reviewed with SCAG surface transportation plans as required by Caltrans.

<b>Task:</b>	<b>Periodically brief local jurisdictions on those aviation issues which impact them.</b>
<b>Output:</b>	<b>Assistance to airport sponsors and local jurisdictions, clearinghouse project reviews, airport Capital Improvement Program reviews</b>
<b>Time:</b>	<b>Ongoing</b>
<b>Staff Cost:</b>	<b>\$63,158</b>

*Task C:            Reports, Coordination and Management*

Throughout the project, various technical working papers will be prepared for review by the FAA, CalTrans, the Aviation Task Force and Aviation Technical Advisory Committee. Those products of this program which recommend changes of policy or extension of the plan into new planning periods will be submitted to the SCAG Regional Council for adoption.

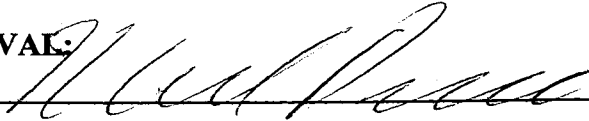
Any updates or amendments to the Regional Aviation Plan will be conducted by SCAG. Overall project management will be the responsibility of SCAG. Airport managers, aviation interest individuals and the State of California will be asked to assist on particular elements of the work program. Work associated with this task will involve preparation for meetings, recording of minutes and distribution of working papers and pertinent data.

<b>Task:</b>	<b>Project Management</b>
<b>Output:</b>	<b>Issue Papers, Reports, Memoranda</b>
<b>Time:</b>	<b>Ongoing</b>
<b>Staff Cost:</b>	<b>\$21,053</b>

# REPORT

**DATE:** July 12, 2007  
**TO:** Administration Committee and Regional Council  
**FROM:** Philip Law, Corridors Program Manager, 213-236-1841, law@scag.ca.gov  
**SUBJECT:** I-710 EIR/EIS Funding Agreement

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Authorize the Executive Director to execute the I-710 EIR/EIS Funding Agreement by August 2007.

**BACKGROUND:**

On September 14, 2006, the Regional Council approved the I-710 EIR/EIS MOU to help fund and prepare the I-710 EIR/EIS together with MTA, Caltrans, and Gateway Cities COG. Last month, the Regional Council directed staff to develop a Funding Agreement that would commit SCAG to \$3 million.

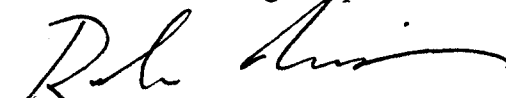
The Funding Agreement will identify the specific funding amounts, terms, and mechanisms for this project. SCAG's planning funds come from federal sources and consequently there are limitations on the nature of work that can be supported by these funds. The Funding Agreement will specify the tasks within the scope of work that are eligible for reimbursement by SCAG. SCAG staff are working closely with Caltrans to ensure that the terms of the Funding Agreement are consistent with federal and state restrictions.

The Funding Agreement should be finalized within the next month. However, the Regional Council will not be meeting in August. In order to ensure that the I-710 EIR/EIS work can begin as scheduled, and that SCAG can begin supporting this project in a timely manner, staff recommends that the Executive Committee authorize the Executive Director to execute the Funding Agreement by August 2007.

**FISCAL IMPACT:**

Approval of the Funding Agreement would commit SCAG to \$2 million cash over three years, from FY 2007/2008 through FY 2009/2010. The FY 2007/2008 OWP includes \$300,000 towards this commitment. The Funding Agreement would also commit SCAG to \$1 million in "in-kind" activities that are part of the normal course of SCAG activities during this period.

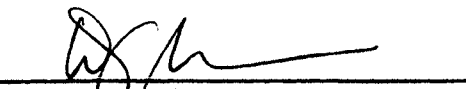
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Division Manager

Reviewed by:

for H-7.   
Department Director

Reviewed by:

  
Chief Financial Officer

# REPORT

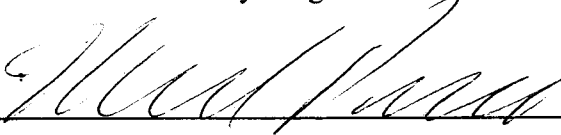
**DATE:** July 12, 2007

**TO:** Administration Committee  
Regional Council

**FROM:** Hasan Ikhrata, (213) 236-1944, [Ikhrata@scag.ca.gov](mailto:Ikhrata@scag.ca.gov)

**SUBJECT:** Co-Sponsorship of UCLA Extension Public Policy Program 2007 Arrowhead Symposium

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Approve the Co-Sponsorship.

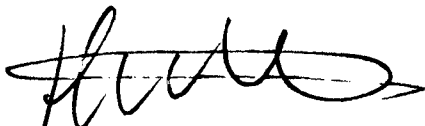
**BACKGROUND:**

Each year, the UCLA Extension Public Policy Program holds a symposium dealing with regional and public policy issues. This year's symposium titled "The Transportation, Land Use, and Environmental Connection" will address Planning for Growth: Demographics, Employment, Housing and Resources. The 3-day symposium, that will take place on October 14-16, 2007 at Lake Arrowhead, will include panels and other forums for dialogue among public officials, private industry leaders, and audience members. SCAG has been a supporter and co-sponsor of this program in the past.

**FISCAL IMPACT:**

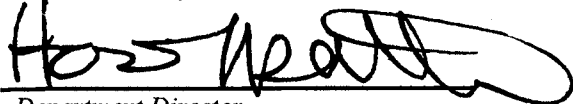
The \$10,000 co-sponsorship is an approved general fund budget item.

Reviewed by:



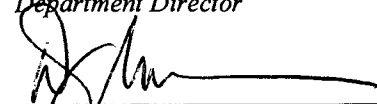
*Division Manager*

Reviewed by:



*Department Director*

Reviewed by:



*Chief Financial Officer*



RECEIVED  
MAR 15 2007  
SOUTHERN CALIFORNIA ASS'N.  
OF GOVERNMENTS

UCLA EXTENSION  
LOS ANGELES, CALIFORNIA 90024

June 13, 2007

Hasan Ikhrata  
Director, Planning and Policy  
Southern California Association of Governments  
818 West Seventh Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017-3435

*Hasan,  
Thanks for your  
personal involvement.  
Cathy*

Dear Hasan:

**As the calendar edges closer to our 17<sup>th</sup> annual Arrowhead symposium, I am writing to give you an update on the status of planning the 2007 forum and to request a gift of funding.**

First of all, thank you for your time, effort and thoughtful contributions as part of the Steering Committee, in developing the program for ***The Transportation, Land Use, and Environment Connection Symposium***. Attached you will find two copies of the draft program that focuses on **Planning for Growth: Demographics, Employment, Housing and Resources**.

One copy includes potential speakers identified for your reference in offering additional suggestions for session presenters. The second copy without speakers is meant only for your internal use in processing the request for sponsorship within your organization. Please do not circulate the copy with names of suggested speakers as not all are asked to give presentations even though they are highly regarded professionals.

Second, as part of the process in offering the annual symposium, we are following up once again on ways to adequately fund this carefully crafted policy and research symposium. The value of sharing perspectives and searching for solutions across professions is priceless, and is exactly the forum that Arrowhead offers. The areas of demographics, employment, housing, and resources such as air, water, sewage and power affect all of us personally and professionally, presenting opportunities and challenges for public policy and planning. The research findings and applied projections are critical, timely, and at times, controversial, as they cut across cultures and economic strata.

Please consider this correspondence our formal request for a financial commitment from your organization to support the 2007 Arrowhead symposium. As one of the sustaining contributors over the many years, we thank you for your contribution of **\$10,000** last year. We enlist your support once again and hope that for this year, you can meet or exceed your past investment in the program.

This support, plus any other help and suggestions for other organizations that we might contact, will enable UCLA Extension to commit fully to proceeding with this year's symposium, as well as maintaining the quality and utility of the program. In addition, your funding commitment will help insure the continuation of the edited proceedings that are widely distributed and greatly appreciated by numerous groups and affiliations.

A summary statement of annual symposia contributions over the past 16 years and a sample of past participants are enclosed for your use. If appropriate, please feel free to share those materials with anyone who may wish to know more about the value of these past programs and may consider a gift of funding.

Once again, thank you for your contributions and willingness to consider our request. So that we can be assured of the needed support to proceed with developing this year's program, **we would appreciate receiving your funding commitment by June 21, 2007.** I have included a sponsorship form in this package. Checks should be made payable to The UCLA Foundation.

If you have any questions or suggestions, please don't hesitate to contact me by phone at (310) 825-5335 or by e-mail at [cshowalter@uclaextension.edu](mailto:cshowalter@uclaextension.edu). It is both a professional honor and personal privilege working with you.

Sincerely,



Catherine L. Showalter  
Director  
UCLA Extension Public Policy Program

Cc. Cathy Sandeen, Dean, UCLA Extension

Enclosures

DRAFT OUTLINE

10 June 2007

DRAFT OUTLINE

## **Planning for Growth: Demographics, Employment, Housing, and Resources** *The Transportation – Land Use – Environment Connection*

Urban growth both presents opportunities and poses challenges for public policy and planning. Places experiencing rapid growth face significant land use, transportation, and environmental challenges, while leaders in areas with little or no growth are looking for ways to motivate firms and households to move to their areas. Nearly all projections for the coming decades predict dramatic increases in employment and population, especially in California and much of the western U.S. Will all of this projected growth really materialize? And if it does, where will so many new jobs locate? Where will these new residents live? How will they get around? What are the environmental consequences of all of this expected growth? These are some of the many questions to be explored at the 2007 *UCLA Lake Arrowhead Transportation/Land Use/Environment Symposium, Planning for Growth*, on October 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup>, 2007.

While those tasked with planning for growth must consider the links among transportation, land use, and environmental issues, there are many other critical linkages to consider as well. Accordingly, this year's UCLA Lake Arrowhead Symposium focuses on growth trends and projections in these four areas: demographics, employment, housing, and resources. In doing so we will examine: How will projected trends in the composition and location of the population affect the demand for employment, housing, and travel? How are projected changes in economy likely to affect the location of businesses and the movement of goods and people to, from, and between these businesses? While the recent ramp-up in housing prices has greatly increased personal wealth for many, high housing prices may be scaring off new employers, foreclosures are on the rise, and home ownership in many large cities is beyond the reach of a large and growing share of the population. What do the long term trends in housing supply and demand mean for transportation and land use systems? Continued growth poses big challenges for many forms of infrastructure beyond transportation – water, sewage, power, and so on. How are these other infrastructure challenges likely to affect transportation, land use, and environmental policy and planning in the years ahead? These questions, and more, will be examined in nine sessions over three days at Lake Arrowhead.

### ***Symposium Co-Organizers:***

Catherine Showalter, UCLA Extension Public Policy Program  
Brian D. Taylor, UCLA Institute of Transportation Studies



**Sunday, October 14, 2007**

- 1:00 pm      **REGISTRATION, CHECK-IN AND REFRESHMENTS**
- 1:30          **Welcome**  
Catherine Showalter, UCLA Extension  
Cathy Sandeen, Dean, UCLA Extension
- 1:45-2:00    **Symposium Overview**  
*Speaker:*  
Brian Taylor, UCLA
- 2:00-3:15    **Global changes, local effects: The future of local  
employment, trade, and travel in an increasingly  
global economy**  
  
*The future of local employment, trade, and travel in an  
increasingly global economy*  
  
**Panel Discussion**  
  
**Discussion**
- 3:15-3:30    **Break**
- 3:30-5:00    **Exploring the land use and transportation  
implications of population growth and change in of  
California and the West**  
  
*Understanding population growth amidst environmental  
constraints: Who will be the new Californians, and where will  
they live and work?*  
  
*Planning for the needs of growing youth and older adult  
populations*  
  
*Immigrants, location, and travel in California: Do the biggest  
impacts lie ahead?*  
  
**Discussion**
- 5:00-6:30    **Check-in and Reception**
- 6:30-8:00    **Dinner**

8:00-9:30 **Visioning Alternative Growth Futures: What (may) Lie Ahead?**

*How much land? How much housing? Forecasting alternative futures of urban growth in California*

*Visioning alternative futures in <name of region>*

**Discussion**

9:30-11:00 **Informal reception**

***Monday, October 15<sup>th</sup>***

8:30-10:00 **Thirst for Growth: Water Politics and Policy**

*Watering the west: The future of water supply in growing, drought-prone regions – implications for transportation, land use, and the environment*

**Panel Discussion**

**Discussion**

10:00-10:15 **Break**

10:15-12:00 **Powering Growth: Environmental constraints on electrical power production in the years ahead**

*On the grid: Planning future power generation to accommodate growth*

**Green growth, green policy I: Innovative efforts to develop sustainable energy production around the globe**

**Green growth, green policy II: Local efforts to increase energy efficiency and conservation in the West**

**Discussion**

12:00-1:30 **Lunch**

**1:30-3:15     Housing Markets in California and the West: Supply, Demand, and Prices**

*The markets for housing: What's ahead?*

*The role of regulation in affecting housing supply and prices: Part of the solution, or part of the problem?*

*School quality and housing choices: What are the links?*

*What will be built, where, and what are the environmental implications? Trends in housing production*

Discussion

**3:15-5:30     Free time**

**5:30-6:30     Reception**

**6:30-8:00     Dinner**

**8:00-9:30     Planning for Affordable, Sustainable Housing**

*Regional Housing Needs Assessments: Report on Blueprint efforts around the state*

*Green building techniques and codes: What are the trends, what have been the effects?*

*The future of housing in California: A Developer's Perspective*

Discussion

**9:30-11:00     Informal Reception**

**Tuesday, October 16<sup>th</sup>, 2007**

**8:30-10:15     Planning for (and coping with) Growth**

*The future of high-tech in an increasingly expensive and congested Silicon Valley*

*Planning for logistics-based employment in the Inland Empire*

***Preparing for an increasingly urbanized San Joaquin Valley***

**Discussion**

10:15-10:30 Break

10:30-12:15 **Strategies for Moving Forward: What should be done? Can it be done? If so, how and by whom?**

**Closing presentations by a panel of three prominent speakers**

*Three speakers:* (1) a retired governor, a current mayor (who is actively involved in state/regional policy issues), and (3) a regional planning official

**Discussion**

12:15-1:45 **Concluding Lunch**

## **Attachment #1**

### **Symposia History**

Each year a different aspect of the Transportation, Land Use and Environment connection was examined at the annual symposia. The following are the topics that were explored during the series:

- ◆ 1991 - Overview of Strategies for Making Connections Between Transportation, Land Use and Air Quality
- ◆ 1992 - The Role of Pricing and Market-Based Strategies
- ◆ 1993 - The Role of Land Use Strategies for Improving Transportation and Air Quality
- ◆ 1994 - Taking Strategies from Concept to Adoption to Implementation
- ◆ 1995 - Putting Advanced Technologies to Work: Promises, Prospects, and Policy Issues
- ◆ 1996 - ISTEA Reauthorization: Will It Refine, Redefine, or Forge New Policy Linkages?
- ◆ 1997 - Transportation and the Economy
- ◆ 1998 - Financing the Future
- ◆ 1999 - Interregional Travel and Local Development
- ◆ 2000 - Growth and Quality-of-Life
- ◆ 2001 - Redefining, Reevaluating & Reinventing Transit
- ◆ 2002 - Tackling Traffic Congestion
- ◆ 2003 - Finance: The Critical Link
- ◆ 2004 - Linking Goods Movement to Economic Prosperity and Environmental Quality
- ◆ 2005 - Healthy Regions, Healthy People
- ◆ 2006 - Global Energy and Climate Change

A report, which summarizes the proceedings, was prepared after each symposium. The reports have been printed and disseminated to attendees, co-sponsors, and cooperating organizations, as well as a broad set of agencies and organizations in California, other states and Washington DC. Reports are available on line at [www.uclaextension.edu/publicpolicy](http://www.uclaextension.edu/publicpolicy).

## **Attachment #2**

### **Sample Listing of Key Policy and Academic Participants at Arrowhead in Recent Years**

**Alan Altshuler:** Professor, Harvard University John F. Kennedy School of Government and Former Director, Transportation for State of Massachusetts

**Joel Anderson:** President, California Trucking Association

**James Randolph Armstrong Jr.:** Manager Compliance Assurance, Shell Oil

**Bob Baglenorth:** Vice Chair, California Transportation Commission

**Tom Cackette:** Chief Deputy Director, California Air Resources Board

**Ann Carlson:** Associate Dean and Professor, UCLA School of Law, and Co-Director, Frank G. Wells Environmental Law Clinic

**Maria Contreras-Sweet:** Secretary of Business, Transportation and Housing, State of California

**Elizabeth Deakin:** Director, University of California Transportation Center and Professor of City and Regional Planning, UC Berkeley

**Michael de la Torre:** Director, Governmental Affairs, Southern California Gas Company

**Mark DeSaulnier:** Contra Costa Board of Supervisors and Board member of MTC, BAAQMD & ABAG

**Mortimer L. Downey III:** Deputy Secretary, U.S. Department of Transportation

**Anthony Downs:** Senior Fellow, Brookings Institution

**Lynne Edgerton:** Boardmember, California Air Resources Board

**Jonathan Fielding:** Public Health Officer, County of Los Angeles, and Professor, Health Services and Pediatrics, UCLA

**William Fleissig:** Developer and Urban Designer creating mixed use communities

**Axel Friedrich:** Head of Environment and Transport Division, Umweltbundesamt, Germany

**John Glover:** Director of Strategic Planning, Port of Oakland

**Genevieve Giuliano:** Director, METTRANS Transportation Center and Professor of Policy, Planning & Development, University of Southern California

**Sir Peter Hall:** Professor of Planning, University of London

**Steve Heminger:** Executive Director, Metropolitan Transportation Commission

**Gil Hicks:** Alameda Corridor Project

**John Holtzclaw:** Chair, Sierra Club Transportation Committee

**Mark Horton:** Strategic Planning, United Parcel Service

**John Kasarda:** Professor of Planning and Business, University of North Carolina

**Quentin Kopp:** California State Senator

**Nixon Lam:** Manager, Airport Commission, San Francisco International Airport

**John Landis:** Chair and Professor, Department of City and Regional Planning, UC Berkeley

**Robert J. Lempert:** Senior Scientist, RAND

**Anastasia Loukaitou-Sideris:** Professor and Chair, Department of Urban Planning, UCLA School of Public Policy and Social Research

**Ronald Loveridge:** Mayor, City of Riverside, President, League of California Cities, and Board Member, Southern California Air Quality Management District

**Amory Lovins:** Chief Executive Officer, Rocky Mountain Institute

**Gil Mallory:** President, Amtrak West

**Michal Moore:** Senior Fellow, Institute for Sustainable Energy, Environment, and Economy, University of Calgary; former Commissioner, California Energy Commission

**Jeff Morales:** Director, California Department of Transportation

**Myron Orfield:** Representative, Minnesota House of Representatives

**Gordon Palmer:** Manager, Master Plan, Port of Long Beach

**Eugene Pentimonti:** Senior Vice President, Maersk Line Limited

**Veronika Pesinova:** Program Manager, Office of Transportation and Air, U.S. Environmental Protection Agency, Washington D.C.

**Tom Plenys:** Coalition for Clean Air

**Thomas Peterson:** Research Meteorologist, National Oceanic & Atmospheric Administration, Climatic Data Center

**Robert Poole:** Director, Transportation Studies Reason Foundation

**Michael Replogle:** Transportation Director, Environment Defense

**Bob Santos:** President, Lennar Communities, a national real estate development corporation

**Donald Shoup:** Professor of Urban Planning, UCLA School of Public Policy & Social Research

**Barbara Smisko:** Director of National Environmental, Health and Safety Operations, Kaiser Permanente

**Brian J. Smith:** Deputy Director of Planning & Modal Programs, California Department of Transportation

**Roger Snoble:** Chief Executive Officer, Los Angeles Metropolitan Transportation Authority

**Daniel Sperling:** Professor, Civil and Environmental Engineering and Director, Institute of Transportation Studies, UC Davis

**Mark Stehly:** Associate Vice President, Burlington Northern and Santa Fe

**Brian Taylor:** Director, UCLA Institute of Transportation Studies, Associate Professor of Urban Planning, UCLA School of Public Policy and Social Research

**Tom Torlakson:** Senator, California Legislature, Chair of Transportation Committee

**Acquanetta Warren:** Council Member, City of Fontana

**Bill West:** Manager, Electric Transportation, Southern California Edison

**Carol Whiteside:** President, Great Valley Center and Former Director, Intergovernment Affairs for Governor Pete Wilson

**Jay Winter:** Executive Secretary, Steamship Association of Southern California



# REPORT

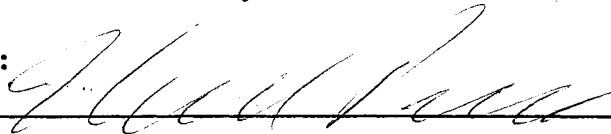
**DATE:** July 12, 2007

**TO:** Administration Committee/Regional Council

**FROM:** Hasan Ikhata, Director of Planning and Policy  
213-236-1944 [ikhata@scag.ca.gov](mailto:ikhata@scag.ca.gov)

**SUBJECT:** Study Tour on Public Transportation and Mobility in Switzerland

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Approve one (1) SCAG staff to attend the Study Tour on Public Transportation and Mobility to Switzerland to be held August 25 – September 1, 2007, in Switzerland.

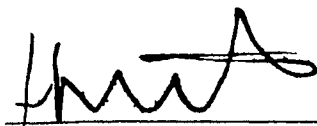
**BACKGROUND:**

Hasan Ikhata has been invited by the Consulate General of Switzerland in Los Angeles and Presence Switzerland PRS, an organization that coordinates Swiss presence abroad, to participate on a study trip that will provide insights in several fields of public transportation and mobility in Switzerland. This is a great opportunity to promote SCAG's premiere planning efforts to an international audience.

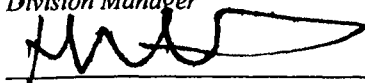
**FISCAL IMPACT:**

Approximately \$1,500 from the existing travel budget in WBS#07-010.SCGS7 will be utilized.

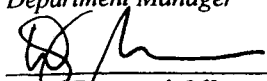
Reviewed by:

  
Division Manager

Reviewed by:

  
Department Manager

Reviewed by:

  
Chief Financial Officer



## **ThinkSwiss – Brainstorm the Future**

### **Invitation**

Study Tour on Public Transportation and  
Mobility to Switzerland  
August 25 – September 1, 2007

Mr. Hasan Ikhata  
Director,  
Planning and Policy Department  
Southern California Association  
of Governments  
818 W. Seventh Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017

Dear Mr. Ikhata

The Consulate General of Switzerland in Los Angeles and Presence Switzerland cordially invite you to join the study trip to Switzerland on Public Transportation and Mobility from August 25 to September 1, 2007.

Switzerland is located in the very heart of Europe. It connects Germany and Italy through the Alps with the world's largest tunnels. There is even more traffic on the East-West axis. To protect the fragile Alpine valleys and the densely populated urban areas, the Swiss population decided in several votes to shift the transportation of goods from trucks to trains. The Swiss public transportation with a sophisticated railway, bus, tram, and ship system is highly integrated and very popular. Because of its extraordinary quality and reliability Swiss public transport offers an equal mobility for all people, and serves frequently as an alternative to the car.

The program of the study trip will provide insights in the following fields of Public Transportation and Mobility in Switzerland:

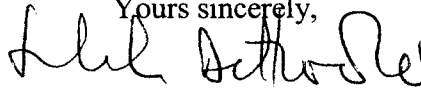
- Infrastructure (tunnel, bridges, maintenance) and rolling material (trains, handling cargo)
- Mobility as an integration of different means of transportation (train, bus, tram, ship, and car sharing), with a focus on timetable, tariffs, role of the different jurisdictions (federal state, cantons, municipalities) and private companies

- Long term financial aspects of mobility
- New concepts of mobility and transportation in rural and urban areas
- Science, technology and education in transportation planning and mobility
- Policy making: Direct democracy and federalism, sustainability, economic development, international relations, etc.

Organized by Presence Switzerland PRS with the assistance of the Swiss Consulate in Boston, the study trip focuses on guided research trips to significant sites, important organizations and innovative companies in different parts of Switzerland. For further details on the study trip please see the annex.

Should you be interested and able to attend this exclusive study trip to Switzerland on public transportation and mobility from August 25 to September 1, 2007, we kindly ask you to complete the attached form and return it to the Consulate General of Switzerland, c/o Norbert Arnold, 11766 Wilshire Blvd., Suite 1400, Los Angeles, CA 90025 by June 18, 2007 at the latest.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Brigitta Schoch Dettweiler', written in a cursive style.

Brigitta Schoch Dettweiler  
Consul General of Switzerland

**Annex: Study Tour on Public Transportation and Mobility to Switzerland  
August 25 – September 1, 2007**

**Schedule of the tour**

Saturday, August 25	Departure from your airport, United States
Sunday August 26	Arrival in Zurich, Switzerland, Welcome and introduction of the program in the afternoon
Monday August 27	Guided study trip on public transportation and mobility in Switzerland, detailed program follows, any suggestions welcome
Tuesday August 28	
Wednesday August 29	
Thursday, August 30	
Friday, August 31	
Saturday, September 1	Departure from Zurich and arrival to your airport, United States

**Costs**

Nominal charge of USD 400 per participant (non refundable)

PRS covers economy class flights from your US airport to Zurich Airport, accommodation and meals in Switzerland from August 26 to September 1, travel costs during the study trip. PRS does not cover any applicable hotel service fees (such as laundry) or charges for optional incidentals (such as minibar snacks, internet access or telephone calls).

**Insurance**

The participants of the study trip are insured against accidents during the study trip in Switzerland. PRS does not provide any other medical or health costs a participant may incur during and/or as a result of the study trip.

**Participants**

Limited to 9 participants from different US states (transportation experts, decision-makers, leading administrators, journalists)

**ThinkSwiss**

“Think Swiss – Brainstorm the future” is a US wide program on Education, Research and Innovation for 2007. It aims to highlight and showcase Switzerland as a global, knowledge-based country full of talent, high-tech opportunities and creativity – crucial assets to secure a sustainable quality of life for future generations. Its goal is to foster an even stronger network of long-term relations in education, research and innovation

between the United States and Switzerland. For further information visit the website [www.thinkswiss.org](http://www.thinkswiss.org)

**Contact and accompanying person**

The study trip is organized and accompanied by

**United States:**

Remo Steinmetz, Senior Advisor  
Consulate of Switzerland  
420 Broadway  
Cambridge, MA 02138, USA  
Phone +1 617 876 3076  
Fax +1 617 876 3079  
Email [remo@shareboston.org](mailto:remo@shareboston.org)  
[www.shareboston.org](http://www.shareboston.org)

**Switzerland:**

Lisa Schilling, Foreign Delegations Presence Switzerland PRS, Head of Team  
Federal Department of Foreign Affairs  
Bundesgasse 32  
3003 Bern, Switzerland  
Phone +41 31 324 10 54  
Fax +41 31 324 10 60  
E-Mail [lisa.schilling@eda.admin.ch](mailto:lisa.schilling@eda.admin.ch)  
[www.presence.ch](http://www.presence.ch)

**Further information about Switzerland**

[www.swissworld.org](http://www.swissworld.org)

Switzerland's information portal



## Registration

### Study Tour on Public Transportation and Mobility to Switzerland

August 25 – September 1, 2007

Please fill in this form and fax or send it to the  
Consulate General of Switzerland in Los Angeles by June 18, 2007 at the latest

Consulate General of Switzerland  
11766 Wilshire Blvd., Suite 1400  
Los Angeles, CA 90025  
Fax 310-575-1982  
Phone 310-575-1145 Ext. 208  
Email norbert.arnol@eda.admin.ch

*Please include CVs and photos if available.*

<b>Participant available at</b>	First name:	HASAN
	Family name:	IKHRATA
	Tel. 00../.../...	(213) 236-1944
	Fax 00../.../...	(213) 236-1963
	E-mail:	ikhrata@scag.ca.gov
	Website:	www.scag.ca.gov
	<input type="checkbox"/> female <input checked="" type="checkbox"/> male	
<b>Occupation</b>	DIRECTOR OF PLANNING AND POLICY	
<b>Function</b>		
<b>Department</b>	PLANNING AND POLICY	
<b>Medium or institution / business</b>	SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)	
<b>For media representatives:</b>	No. readers / listeners / viewers:	
<b>Please provide details about the type of media and distribution</b>	Profile of target groups:	
	Issued / broadcast: <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly	
	Distribution: <input type="checkbox"/> national <input type="checkbox"/> regional <input type="checkbox"/> local	
	Brief description of the editorial slant (possible copies):	
<b>For other institutions / businesses:</b>	Size: (turnover, number of employees, etc.) 125 Employees	
<b>Please provide details about size and distribution</b>	Number of branches:	
	Area of activities:	
	<input type="checkbox"/> international <input type="checkbox"/> national <input checked="" type="checkbox"/> regional <input type="checkbox"/> local	

<b>Prior knowledge of Switzerland</b>	Have you been in Switzerland before <input type="checkbox"/> yes* <input checked="" type="checkbox"/> no *If yes, why? (tourist, business, other)  *And where, in connection with which topic?
<b>Language skills</b>	English: <input checked="" type="checkbox"/> fluent <input type="checkbox"/> good <input type="checkbox"/> moderate <input type="checkbox"/> none German: <input type="checkbox"/> fluent <input type="checkbox"/> good <input type="checkbox"/> moderate <input checked="" type="checkbox"/> none French: <input type="checkbox"/> fluent <input type="checkbox"/> good <input type="checkbox"/> moderate <input checked="" type="checkbox"/> none
<b>The topics of the visit have been mentioned in the letter of invitation. Please indicate any special interest or questions related to them:</b>          	
<b>Special requests regarding food</b>	<input type="checkbox"/> Vegetarian Other requests:
<b>Special requests regarding accommodation</b>	<input type="checkbox"/> Single room <input checked="" type="checkbox"/> Double room <input type="checkbox"/> Twin room <input type="checkbox"/> Non-smoking room <input checked="" type="checkbox"/> Smoking room Other requests:
<b>Other remarks</b>	          

We gladly help you to organize your trip, please provide us with your travel preferences and return this form by June 15, 2007.

<b>Travel Information:</b>			
<b>Flight to Zurich – Switzerland / ZRH</b>		<b>Return flight from Zurich – Switzerland / ZRH</b>	
Departure date:	08/24/2007	Departure date:	10/01/2007*
Preferred departure time	11:00 a.m.	Preferred departure time	MORNING
Departure Airport US:	LAX	Arrival Airport US:	LAX

\*I AM PLANNING TO INCLUDE A VACATION TRIP IN CONJUNCTION WITH MY VISIT TO SWITZERLAND.

# MEMO

**DATE:** July 12, 2007  
**TO:** Administration Committee and  
Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** Contracts and Purchase Orders between \$5,000 - \$250,000

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## RECOMMENDED ACTION:

Information Only

## BACKGROUND:

### SCAG executed the following Contract(s) between \$5,000 and \$250,000

- The Planning Center \$89,736  
(Guide the implementation of North Orange County's Transit Vision  
in Conjunction with the Compass Blueprint 2% Strategy)

### SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- Geraldine Jaffe Attorney at Law \$50,000  
(Human Resources Services)
- Thomas Bros. Maps \$24,898  
(Street Mapping Centerline Data)
- SBCCOG Subregional Delegation \$20,000  
(Delegation Agreement - Housing Needs Assessment)
- Dell Marketing \$16,608  
(Computer Purchases)
- C2 Group, LLC \$15,612  
(Consensus Trip Fees)
- Xerox Corporation \$13,862  
(Annual Maintenance Agreement for Multifunction Printers)
- Intaglio \$9,162  
(Printing Services – Guide to SCAG)
- Dell Marketing \$8,398  
(TransCAD Workstation)
- DI Technology \$7,328  
(Printers – HP B/W Laserjet)



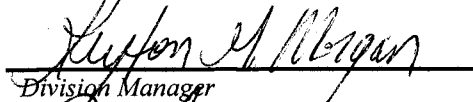
# MEMO

- On-Target Training (Customer Service Training) \$6,050
- County of Ventura (Gartner Core Research – Database) \$6,020
- Dell Marketing (Storage Area Network NIC Cards & Tapes) \$5,424
- Pace Lithographers, Inc. (Printing Services – SCAG's 06-07 Annual Report) \$5,349
- LA County Office of the Assessor (Parcel Data For LA County) \$5,020

## FISCAL IMPACT:

None. Funding is available.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer

## **CONSULTANT CONTRACT**

**Consultant:** The Planning Center

**Scope:** With continued growth, Orange County is facing significant challenges related to traffic congestion and land use patterns that often constrain the general livability of its cities. Recent visioning efforts in the County, along with ongoing interest among local governments to link transportation and land use planning, have laid the groundwork for implementation of the Compass Blueprint 2% Strategy.

The purpose of this project is to guide the implementation of North Orange County's transit vision in conjunction with the Compass Blueprint 2% Strategy. Specifically, this project would support a partnership effort between five North Orange County Cities (Brea, Fullerton, La Habra, Placentia and Yorba Linda) to pursue their transit vision. High priority will be given towards examining the link between land use planning and the planning of proposed transit lines and connections. Study of potential transit corridors from the land use and Compass growth vision perspective will inform the selection of preferred alignments that provide the highest levels of ridership and congestion relief. The planning effort emphasizes strategies to better coordinate land use and transportation decision-making, targeting growth around existing, and planned transit stations and corridors. Proposed changes to land use ratios and zoning policies, and an analysis of infill redevelopment potential will serve to optimize the area's transit system and alignment possibilities.

The Consultant will work with cities and OCTA to identify opportunity areas, within the 5-city North Orange County study area, that have potential for development or redevelopment in accordance with the principles of the Compass Blueprint, and the proposed transit vision. Specific work programs for the identified opportunity areas will be developed in coordination with the city, county, OCTA, and SCAG using SCAG resources available through the Compass Blueprint program as appropriate and include other planning and analytic tools. Upon completion of this work, the Consultant will develop a targeted implementation action plan that outlines and builds consensus around specific transit plans, and identifies redevelopment opportunity areas within each opportunity area that utilize existing and planned transportation infrastructure.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$89,736</b>
	The Planning Center (prime)	\$51,986
	IBI Group (subcontractor)	\$15,000
	Arellano Associates, Inc (subcontractor)	\$11,500
	Solimar Research Corporation (subcontractor)	\$11,250

<b>Contract Period:</b>	Notice to Proceed through June 30, 2008		
<b>Work Element:</b>	07-065.SCGC2	\$89,736	Funding Sources: Consolidated Planning Grant – FHWA & FTA
<b>Request for Proposal:</b>	SCAG staff notified 345 pre-qualified firms of the release of RFP No. 07-074. The RFP was also advertised on Lawley Publications’ website, the Planning Magazine’s website, and posted on SCAG’s bid management system. A total of 47 firms downloaded the RFP. The following two proposals were received in response to the solicitation:  The Planning Center (3 subcontractors) \$89,736 PMC (1 subcontractor) \$89,221		
<b>Selection Process:</b>	The Proposal Review Committee (PRC) evaluated both proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.  The PRC was comprised of the following individuals:  Maureen El Harake, Acting Regional Planning Branch Chief, Caltrans Dist. 12 Pria Hidisyan, Associate Regional Planner, SCAG Charles View, Development Services Director, City of Brea		
<b>Basis for Selection:</b>	The PRC recommends The Planning Center for the contract award because of their comprehensive approach to transportation and land use integration, successful completion of numerous similar projects, and wealth of experience in Orange County, particularly as related to OCTA’s Go Local program. The PRC was very pleased with The Planning Center’s in-depth understanding of the project, knowledge of local issues, and experience in planning transit-oriented developments and implementation strategies, so as to be consistent with the Compass Blueprint Principles. The Planning Center exhibited a well-balanced team of sub-consultants with varying areas of expertise and substantial experience in coordinating multi-site projects.		

# MEMO

**DATE:** July 12, 2007

**TO:** Administration Committee  
Regional Council

**FROM:** Barbara Dove, Government & Public Affairs, 213 236-1861, [dove@scag.ca.gov](mailto:dove@scag.ca.gov)

**SUBJECT:** Leadership Southern California Program Opportunity

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## BACKGROUND:

The Southern California Leadership Network (SCLN), in partnership with the Los Angeles Chamber of Commerce, invites SCAG to send an elected official to participate in the Leadership Southern California (LSC) Class of 2008 10-session leadership training program.

SCAG has been a long-time supporter of SCLN in its mission of helping to develop the next generation of active leaders for the Southern California region. Over the years, many Regional Council and Policy Committee Members (including Harry Baldwin, Debbie Cook, Lee Ann Garcia, and Toni Young) have participated in this leadership training program. For the past two years, SCAG has paid the tuition for one elected official (Cathy Green from Huntington Beach last year, and Keith Hanks from Azusa this year) and one staff person (Philip Law and Joan Tsao) to participate in this program.

Please review the attached program description and application carefully. Details of the class schedule and time commitments are included. If you have questions or are interested in applying, please contact Barbara Dove at 213 236-1861 or [dove@scag.ca.gov](mailto:dove@scag.ca.gov).

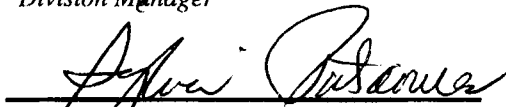
## FISCAL IMPACT:

Funds to support this activity have been budgeted in the FY 2007-2008 General Fund.

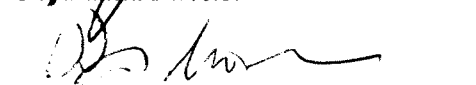
Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer

Dear Regional Leader,

The Southern California Leadership Network, in partnership with the Los Angeles Chamber of Commerce, is preparing to develop the next generation of active leaders for the Southern California region. In our Leadership Southern California (LSC) program, selected individuals get a unique opportunity to dissect and distill the critical challenges facing our region.

LSC is a 10-session leadership training program for individuals who hold active leadership roles of regional significance in their civic and/or professional lives. The program embodies the values of regional stewardship, experiential learning, and a deep exposure to regional public policy issues. Sessions are designed with three key components that are distinctive to SCLN's programs: 1.) A comprehensive overview of the issues at hand, 2.) Dialogue and discussion among peers and experts, and 3). Behind-the-scenes exploration or access case studies.

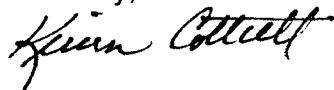
LSC selects a diverse group of leaders representative of the broad Southern California region, including Los Angeles, Orange, Ventura, Riverside, San Bernardino and San Diego counties. Participants are drawn from different occupations, communities, age-ranges, ethnicities, and philosophical perspectives. By embracing this diversity, we create a powerful network of leaders who come together in service to this vibrant region's future.

Through access to established regional leaders, policy experts, and small group interaction, you will enhance your understanding of issues while advancing your personal, professional and civic development. Your sessions will be held in locations throughout the six-county area, including a first-ever session in San Diego-Northern Baja.

Not only will you be joining the ranks of our alumni who have gone on to successful careers, but you will have access to continual learning through our 750 alumni, which include graduates of Leadership L.A. As a graduate of LSC, you will be included in alumni communications on SCLN activities, including mixers, networking and opportunities for continued discussions on leadership.

LSC is currently accepting applications until **Friday, August 17**, for the Class of 2008, which will commence in October 2007. Attached is more information on the program, including requirements, fees, a tentative schedule, and an application. Applicants are screened, interviewed and accepted in a rolling admission process, so early applications are encouraged. Please contact me if you have additional questions at 213.580.7577 or [kcottrell@lachamber.org](mailto:kcottrell@lachamber.org).

Sincerely,



Kevin Cottrell

Executive Director, Southern California Leadership Network and  
Vice President of Leadership Programs, L.A. Area Chamber of Commerce

350 South Bixel Street, Los Angeles, CA 90017 • T 213.580.7577 F 213.580.7511  
[www.leadershipnetwork.org](http://www.leadershipnetwork.org).

## **Leadership Southern California Class of 2008 Fact Sheet**

### **Leadership Southern California (LSC) Program**

Leadership Southern California is a 10-month training program. More than 500 LSC participants have learned from first-hand experiences and exchanged ideas with innovative leaders from Southern California and Sacramento. A first-ever San Diego-Northern Baja trip is scheduled for 2008. For more information on LSC, visit [www.leadershipnetwork.org](http://www.leadershipnetwork.org).

### **Time Commitment**

The Leadership Southern California Class of 2008 runs from September 2007 to June 2008, with graduation in July 2008. A tentative schedule for the class is attached. In order to accomplish LSC's objectives, the full participation of each individual is essential. Expected participation includes all sessions on the attached schedule as well as additional time outside of the sessions, as needed, to complete a group project. Participants are required to attend at least 80 percent of all scheduled sessions in order to graduate.

### **Tuition**

The tuition for the Leadership Southern California Class of 2008 is \$4,500. Graduates of SCLN's Leadership L.A. program or member organizations of the Los Angeles Area Chamber of Commerce will receive a ten percent discount on tuition. Tuition may be paid by the employer, another sponsoring organization, or the participant and is expected prior to the first session. A limited number of partial scholarships are available for those who otherwise would not be able to participate in the program. Other payment options will be addressed by the selection committee. Tuition covers general programming costs that include catering, on-site seminar transportation, and facility fees. Personal costs such as transportation to the seminar locations, as well as flight and accommodations in Sacramento and San Diego are not covered in this tuition.

### **Selection Criteria**

- Held positions that demonstrate leadership in professional and civic/volunteer endeavors.
- Display evidence of mature judgment and willingness to learn and experience diverse perspectives.
- Have obvious potential for growing personally and effecting change in the community.
- Be willing to commit the time and energy necessary to complete the program.
- Have a longstanding commitment to serve in the Southern California region.

### **Application & Admission Process**

All qualified applicants will be screened, interviewed and accepted in a rolling admission process, so early applications are encouraged. Applications for the Class of 2008 are being accepted until **Friday, August 17, 2007**. Application submission details on page seven.

## **Leadership Southern California Class of 2008 Schedule of Seminars\***

Please note: LSC Seminars take place every fourth Friday, with the exception of November, December, the two-day trip to Sacramento and the two-day San Diego-Northern Baja seminar.

All seminars are scheduled for breakfast at 8 a.m., program from 8:30 a.m. – 4:30 p.m., unless otherwise noted.

### **Seminar 1- Regional Leadership Perspectives and Skill Development**

Friday, September 28, 2007

### **Seminar 2- Focus Los Angeles: The People, Places and Trends**

Friday, October 26, 2007

### **Seminar 3- Focus Orange County: The People, Places and Trends**

Friday, November 16, 2007

(There is a change in regularly scheduled seminar sequence due to the Thanksgiving/Christmas holidays)

### **Southern California Leadership Network Annual Awards Luncheon (Optional)**

Tuesday, December 4, 2007, The Music Center

### **Seminar 4- Focus Inland Empire: The People, Places and Trends**

Friday, January 25, 2008

### **Seminar 5- Focus on the San Diego-Mexico Border Region: The People, Places and Trends**

2-day seminar, Thursday, February 21 – Friday, February 22

### **Seminar 6- Regional Vision, Regional Economy and Workforce Development**

Friday, March 28, 2008

### **Seminar 7- Energy and Water**

Friday, April 25, 2008

### **Seminar 8- Sacramento**

2-day seminar, mid-May TBD

### **Seminar 9- Land Use, Housing, and Transportation**

Friday, May 23, 2008

### **Seminar 10- Public Health/Safety**

Friday, June 27, 2008

### **Report to the Community and Graduation Ceremony**

Tuesday, July 1, 2008

4:30 p.m.

\*Schedule is subject to change



SOUTHERN CALIFORNIA  
LEADERSHIP NETWORK

**Leadership Southern California Class of 2008  
Program Application**

(please type or print clearly in black ink)

Personal Information

Name \_\_\_\_\_  
Nickname/"Badge" Name (if different) \_\_\_\_\_

Home: Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office: Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please send all mail communications to my: ☐ Office or ☐ Home address (please check one)

Office: Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile/Pager \_\_\_\_\_ E-mail \_\_\_\_\_  
Home: Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Please send all e-mail communications to my: ☐ Office or ☐ Home e-mail (please check one)

Employment (please list current or most recent first)

Organization \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Education (please list current or most recent first)

School \_\_\_\_\_ Dates \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Degree \_\_\_\_\_

School \_\_\_\_\_ Dates \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Degree \_\_\_\_\_

School \_\_\_\_\_ Dates \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Degree \_\_\_\_\_



Name \_\_\_\_\_

Civic/Community Activities (please list current or most recent first)

Organization \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_

Language Fluency (other than English) \_\_\_\_\_

Please answer the following questions in three to four sentences:

What do you consider your most important accomplishment in one of the above civic leadership roles? \_\_\_\_\_

With what types of community or volunteer leadership activities would you like to become involved in the future? \_\_\_\_\_

Recognition (please list current or most recent first)

Award/Honor \_\_\_\_\_ Dates \_\_\_\_\_

Award/Honor \_\_\_\_\_ Dates \_\_\_\_\_

Award/Honor \_\_\_\_\_ Dates \_\_\_\_\_

References (please list two we may consult regarding your application)

Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Please answer the following questions in three to four sentences:

What is your vision for the Southern California region? \_\_\_\_\_

What do you believe needs to be done to accomplish your vision? \_\_\_\_\_

What do you believe you have to offer the Leadership Southern California class? \_\_\_\_\_

What do you hope to gain (e.g., policy issue exposure, leadership development, networking) from your participation in Leadership Southern California? \_\_\_\_\_

How did you become aware of Leadership Southern California? \_\_\_\_\_

PLEASE DO NOT ATTACH A COPY OF YOUR RÉSUMÉ

Time Commitment

In order to accomplish Leadership Southern California's objectives, the full participation of each individual is essential. Expected participation includes all sessions on the attached schedule as well as additional time as needed for the group project. **Participants are required to attend at least 80 percent of all scheduled sessions in order to graduate.**

The Southern California Leadership Network's mission is to train and develop a productive network of exemplary leaders in the business, government and community sectors who are capable of addressing the critical challenges facing the Southern California region. **It is expected that each participant will continue his or her involvement with the Southern California Leadership Network after graduation.**

☐ The candidate is **self-employed** (and only one signature is required).

I/we understand and agree to adhere to the required time commitment.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Name \_\_\_\_\_

**LSC Class of 2008 Application**  
**Page 4 of 4**

Financial Commitment

**Tuition for the Leadership Southern California program is due by the 1<sup>st</sup> day of class.** Tuition may be paid by an employer other sponsoring organization. The full payment amount is obligated and due, even if the candidate withdraws, or is asked to withdraw, from the program.

Registration Fee: \$4,000

Los Angeles Area Chamber of Commerce members, Leadership L.A. graduates: 10% discount

**Limited financial aid is available for candidates who demonstrate a clear need for such assistance.**

Will you be requesting financial aid? Yes ☐ No ☐

☐ The **individual candidate** accepts full responsibility for payment of all tuition due on the 1<sup>st</sup> day of class, unless other arrangements are agreed to in writing (and only one signature is required)

**OR**

☐ The **candidate's organization** accepts full responsibility for payment of all tuition due on the 1<sup>st</sup> day of class, unless other arrangements are agreed to in writing.

I/we understand and agree to adhere to the required financial commitment.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

The LSC class size is limited. Please send completed forms by **Friday, September 28, 2007.**

**E-mail to:** [scln@lachamber.org](mailto:scln@lachamber.org) with subject **LSC 2008 Application**

or **Fax to:** 213.580.7511

or **Mail to:**

Southern California Leadership Network  
c/o Los Angeles Chamber of Commerce  
350 South Bixel Street, Ste. 201  
Los Angeles, CA 90017

For additional questions, please contact SCLN at 213.580.7526 or [scln@lachamber.org](mailto:scln@lachamber.org).

Dear Regional Leader,

The Southern California Leadership Network, in partnership with the Los Angeles Chamber of Commerce, is preparing to develop the next generation of active leaders for the Southern California region. In our Leadership Southern California (LSC) program, selected individuals get a unique opportunity to dissect and distill the critical challenges facing our region.

LSC is a 10-session leadership training program for individuals who hold active leadership roles of regional significance in their civic and/or professional lives. The program embodies the values of regional stewardship, experiential learning, and a deep exposure to regional public policy issues. Sessions are designed with three key components that are distinctive to SCLN's programs: 1.) A comprehensive overview of the issues at hand, 2.) Dialogue and discussion among peers and experts, and 3). Behind-the-scenes exploration or access case studies.

LSC selects a diverse group of leaders representative of the broad Southern California region, including Los Angeles, Orange, Ventura, Riverside, San Bernardino and San Diego counties. Participants are drawn from different occupations, communities, age-ranges, ethnicities, and philosophical perspectives. By embracing this diversity, we create a powerful network of leaders who come together in service to this vibrant region's future.

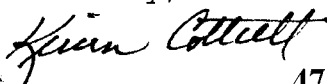
Through access to established regional leaders, policy experts, and small group interaction, you will enhance your understanding of issues while advancing your personal, professional and civic development. Your sessions will be held in locations throughout the six-county area, including a first-ever session in San Diego-Northern Baja.

Not only will you be joining the ranks of our alumni who have gone on to successful careers, but you will have access to continual learning through our 750 alumni, which include graduates of Leadership L.A. As a graduate of LSC, you will be included in alumni communications on SCLN activities, including mixers, networking and opportunities for continued discussions on leadership.

LSC is currently accepting applications until **Friday, August 17**, for the Class of 2008, which will commence in October 2007. Attached is more information on the program, including requirements, fees, a tentative schedule, and an application. Applicants are screened, interviewed and accepted in a rolling admission process, so early applications are encouraged. Please contact me if you have additional questions at 213.580.7577 or [kcottrell@lachamber.org](mailto:kcottrell@lachamber.org).

350 South Bixel Street, Los  
Angeles, CA 90017 • T  
213.580.7577 F 213.580.7511  
[www.leadershipnetwork.org](http://www.leadershipnetwork.org)

Sincerely,



# Leadership Southern California Class of 2008

## Fact Sheet

### **Leadership Southern California (LSC) Program**

Leadership Southern California is a 10-month training program. More than 500 LSC participants have learned from first-hand experiences and exchanged ideas with innovative leaders from Southern California and Sacramento. A first-ever San Diego-Northern Baja trip is scheduled for 2008. For more information on LSC, visit [www.leadershipnetwork.org](http://www.leadershipnetwork.org).

### **Time Commitment**

The Leadership Southern California Class of 2008 runs from September 2007 to June 2008, with graduation in July 2008. A tentative schedule for the class is attached. In order to accomplish LSC's objectives, the full participation of each individual is essential. Expected participation includes all sessions on the attached schedule as well as additional time outside of the sessions, as needed, to complete a group project. Participants are required to attend at least 80 percent of all scheduled sessions in order to graduate.

### **Tuition**

The tuition for the Leadership Southern California Class of 2008 is \$4,500. Graduates of SCLN's Leadership L.A. program or member organizations of the Los Angeles Area Chamber of Commerce will receive a ten percent discount on tuition. Tuition may be paid by the employer, another sponsoring organization, or the participant and is expected prior to the first session. A limited number of partial scholarships are available for those who otherwise would not be able to participate in the program. Other payment options will be addressed by the selection committee.

Tuition covers general programming costs that include catering, on-site seminar transportation, and facility fees. Personal costs such as transportation to the seminar locations, as well as flight and accommodations in Sacramento and San Diego are not covered in this tuition.

### **Selection Criteria**

- Held positions that demonstrate leadership in professional and civic/volunteer endeavors.
- Display evidence of mature judgment and willingness to learn and experience diverse perspectives.
- Have obvious potential for growing personally and effecting change in the community.
- Be willing to commit the time and energy necessary to complete the program.
- Have a longstanding commitment to serve in the Southern California region.

### **Application & Admission Process**

All qualified applicants will be screened, interviewed and accepted in a rolling admission process, so early applications are encouraged. Applications for the Class of 2008 are being accepted until **Friday, August 17, 2007**. Application submission details on page seven.

*continued*

## Leadership Southern California Class of 2008 Schedule of Seminars\*

Please note: LSC Seminars take place every fourth Friday, with the exception of November, December, the two-day trip to Sacramento and the two-day San Diego-Northern Baja seminar.

All seminars are scheduled for breakfast at 8 a.m., program from 8:30 a.m. - 4:30 p.m., unless otherwise noted.

**Seminar 1- Regional Leadership Perspectives and Skill Development**

Friday, September 28, 2007

**Seminar 2- Focus Los Angeles: The People, Places and Trends**

Friday, October 26, 2007

**Seminar 3- Focus Orange County: The People, Places and Trends**

Friday, November 16, 2007

(There is a change in regularly scheduled seminar sequence due to the Thanksgiving/Christmas holidays)

**Southern California Leadership Network Annual Awards Luncheon (Optional)**

Tuesday, December 4, 2007, The Music Center

**Seminar 4- Focus Inland Empire: The People, Places and Trends**

Friday, January 25, 2008

**Seminar 5- Focus on the San Diego-Mexico Border Region: The People, Places and Trends**

2-day seminar, Thursday, February 21 - Friday, February 22

**Seminar 6- Regional Vision, Regional Economy and Workforce Development**

Friday, March 28, 2008

**Seminar 7- Energy and Water**

Friday, April 25, 2008

**Seminar 8- Sacramento**

2-day seminar, mid-May TBD

**Seminar 9- Land Use, Housing, and Transportation**

Friday, May 23, 2008

**Seminar 10- Public Health/Safety**

Friday, June 27, 2008

**Report to the Community and Graduation Ceremony**

Tuesday, July 1, 2008

4:30 p.m.

\*Schedule is subject to change

***continued***

# REPORT

**DATE:** July 12, 2007

**TO:** Administration Committee  
Regional Council

**FROM:** Wayne Moore, CFO, 213-236-1804; moore@scag.ca.gov

**SUBJECT:** GASB 45 – OTHER POSTEMPLOYMENT BENEFITS; SUPPLEMENTAL DEFINED  
BENEFIT RETIREMENT PLAN

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

Approve the joint recommendation of the Audit and Personnel Committees that:

- (a) For financial planning purposes, SCAG's contribution for retiree medical insurance coverage under the Public Employees' Medical and Hospital Care Act (PEMHCA) be increased by 2% triennially, commencing on July 1, 2009;
- (b) SCAG establish an irrevocable trust to accumulate related funding; and
- (c) The supplemental defined benefit pension plan be funded with a purchased annuity.

## BACKGROUND:

At the joint Audit-Personnel Committee meeting of April 12, 2007, it was resolved that the above recommendations should be forwarded to the Administration Committee regarding the issues of GASB 45 (i.e., the retiree medical insurance benefit provided through CalPERS under PEMHCA), and SCAG's supplemental defined benefit pension plan. These recommendations originated from the GASB 45 Working Group. A copy of that group's report is attached. Retirees have been kept fully apprised of developments in this matter.

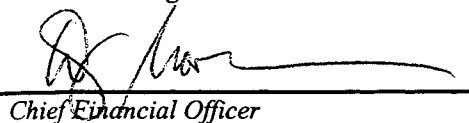
## FISCAL IMPACT:

The FY07 budget includes funding for SCAG's contributions for both the retiree medical insurance coverage and supplemental defined benefit pension plan.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer



# REPORT

**DATE:** April 12, 2007

**TO:** Audit and Personnel Committees

**FROM:** GASB 45 Working Group

**SUBJECT:** Other Postemployment Benefits; Supplemental Defined Benefit Retirement Plan

## RECOMMENDED ACTION:

Recommend to the Administration Committee that:

- (a) SCAG's contribution for retiree medical insurance coverage under the Public Employees' Medical and Hospital Care Act (PEMHCA) be increased by 2% triennially, commencing in July 1, 2009;
- (b) SCAG establish an irrevocable trust to accumulate related funding; and
- (c) The supplemental defined benefit pension plan be funded with a purchased annuity.

## BACKGROUND:

At the February 8, 2007 joint Audit-Personnel Committee meeting, it was resolved that a working group be formed and charged with studying the issues of GASB 45, (i.e., the retiree medical insurance benefit provided through CalPERS under PEMHCA), and SCAG's supplemental defined benefit pension plan, and making appropriate recommendations for future action. The Working Group is made up of Hon. Paul M. Nowatka, Hon. Tom Sykes, and Hon. Paula Lantz. The Group met on March 21, 2007, and reached consensus on both issues.

## GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions*:

This new accounting standard will be effective for SCAG in FY09. Its premise is to accord the same accounting treatment for all postemployment benefits, whether they be pensions or medical insurance coverage.

It will require us to record in our financial statements, as an annual cost, the actuarially determined annual required contribution (ARC) for the retiree medical benefit (currently \$550 per month per eligible retiree). This is the amount needed to be set aside each year if the value of the promise (the present value of projected benefits) is to be fully funded. It covers the benefits currently being paid to retirees and provides funding for future benefits to retired and currently active employees. GASB 45 requires a new actuarial study at least every three years which will require reevaluation of all aspects of the program, including the level of benefits and associated funding. Funding the ARC is not mandated but any unfunded amounts will be reported as balance sheet liabilities which will reduce fund equity accordingly. Additionally, the value of benefits earned through the financial statement date, and associated funding, must be disclosed.

Actuarial computations cannot be finalized until a formal policy on retiree medical premium benefit adjustments and related funding is in place. The FY09 budget cycle commences in September 2007 and will require resolution of these issues by then. The Group considered four options concerning future benefit level adjustments. Table 1 below shows the present value of projected benefits (line 1) and the ARC (line 2) for each option. The current pay-as-you-go cost is \$357,000 (line 3). Line 4 shows the net increase in cost beyond the current pay-as-you-go amount of each option. The funding for this type of cost in the FY07

# REPORT

budget totals \$41,816,167 currently (line 5). The last line expresses the increase in costs as a percentage of the funding.

**Table 1: RETIREE MEDICAL BENEFIT GROWTH OPTIONS**

	0% ANNUAL GROWTH	2% TRIENNIAL GROWTH	2% ANNUAL GROWTH	3% ANNUAL GROWTH	
Present Value of Projected Benefits	\$ 5,817,000	\$ 6,214,000	\$ 7,148,000	\$ 7,935,000	1
ARC	534,000	579,000	683,000	776,000	2
Pay-as-you-go cost	357,000	357,000	357,000	357,000	3
ARC > pay-as-you-go cost	\$ 177,000	\$ 222,000	\$ 326,000	\$ 419,000	4
Qualified Annual Funding	\$ 41,816,167	\$ 41,816,168	\$ 41,816,169	\$ 41,816,170	5
ARC>pay-as-you-go cost/funding	0.42%	0.53%	0.78%	1.00%	6

These options were costed assuming a twenty-year amortization of unfunded amounts, i.e., the value of future benefits already earned. The Group considered this preferable to a thirty-year amortization and decided that the 2% triennial growth scenario (commencing July 1, 2009) represented the best choice for SCAG. The Group determined that SCAG should fund the related ARC amount of \$579,000 annually in an irrevocable trust. All amounts were expressed in today's dollars by using a discount factor of 7.75%, the rate applicable to irrevocable trusts. The Group was very mindful of the fact that all of the actuarial estimates were a function of their assumptions and thus subject to variability.

## SUPPLEMENTAL DEFINED BENEFIT PENSION PLAN:

SCAG adopted a supplemental defined benefit pension plan effective 1/1/02 to compensate eleven employees, who took early retirement packages, for value lost when CalPERS disallowed part of their anticipated benefits. The actuarially determined present value of this obligation amounts to \$732,654. The Group determined that the current pay-as-you-go policy for funding was not acceptable. They considered two other options, shown in Table 2:

**Table 2: SUPPLEMENTAL RETIREMENT FUNDING OPTIONS**

	NET PRESENT VALUE OF COST	ADVANTAGES	DISADVANTAGES
Self-Directed Investment	\$751,769 for 100% prefunding; or \$830,970 for 5 annual installments	Theoretically cheapest option	Uncertainty of investment performance
Purchased Annuity	\$935,731 for lump sum purchase; or \$1,024,070 for 5 annual installments	Known cost	Counterparty risk

The Group rejected the self-directed investment option because of the risk inherent in the financial markets. They determined that SCAG's risk capacity would be better spent on decisions relating to its core mission. Thus, the Group settled on the purchase of an annuity with safeguards to mitigate the associated counterparty risk.

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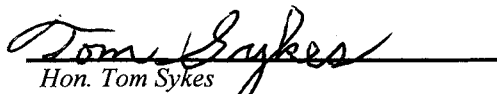
## FISCAL IMPACT:

The FY07 budget includes funding for SCAG's contributions for both the retiree medical insurance coverage and supplemental defined benefit pension plan.

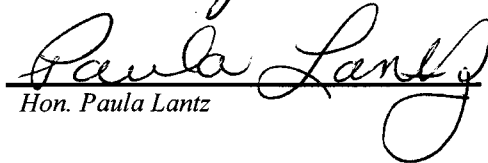
Reviewed by:

  
Hon. Paul Nowatka

Reviewed by:

  
Hon. Tom Sykes

Reviewed by:

  
Hon. Paula Lantz

# REPORT


**DATE:** July 12, 2007

**TO:** Regional Council  
Administration Committee

**FROM:** Justine Block, Deputy Counsel  
(213)236-1930; [Block@scag.ca.gov](mailto:Block@scag.ca.gov)

**SUBJECT:** Regional Council Policy Manual

## EXECUTIVE DIRECTOR'S APPROVAL



## RECOMMENDED ACTION:

Administration Committee: Recommend Regional Council approval of the Regional Council Policy Manual ("Policy Manual"), with amendments recommended by the Communications and Membership Subcommittee and SCAG legal counsel.

Regional Council: Approve and adopt the Regional Council Policy Manual with recommended amendments.

## BACKGROUND:

On May 3, 2007, the General Assembly approved an amendment to the Southern California Association of Governments ("SCAG") Bylaws to move specified Regional Council procedures from the Bylaws to a separate Regional Council Policy Manual ("Policy Manual"). This Bylaws Amendment, which had been recommended for approval by the Regional Council on March 1, 2007, was intended to provide the Regional Council more flexibility to make future changes to its operational procedures via Policy Manual amendments.

At the direction of the Regional Council, SCAG's Legal Department has gathered and reviewed past policies adopted by the Regional Council, and have incorporated such policies into this comprehensive Policy Manual. This Policy Manual includes the previously mentioned Regional Council procedures; other Regional Council operational and administrative policies and procedures; as well as the Regional Council's strategic plan and legislative protocol. Note that the manual includes "Guidelines and Principles for the Conduct of SCAG Regional Council and Committee Meetings," which was not formally adopted, but is incorporated into the manual because these guidelines were reviewed by the Regional Council and have generally been adhered to as a matter of practice.

On June 5, 2007, the Communications and Membership Subcommittee reviewed the Policy Manual and provided comments. Additionally, SCAG's Legal Department with the concurrence of SCAG's General Counsel (collectively referred to as "SCAG legal counsel") has provided recommended amendments in order to: 1) provide a mechanism for the Regional Council to waive select procedures; 2) revise outdated language to reflect current practices; and 2) clarify the format and legal references in the document.

# REPORT


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Attached for your review and approval is the Policy Manual, with amendments recommended by the Communications and Membership Subcommittee and SCAG legal counsel.

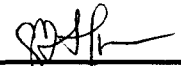
## FISCAL IMPACT:

The budget for preparation of the Policy Manual is covered in the FY 07-08 Comprehensive Budget (WBS: 08-810.SCGS1 and 08-880.SCGS1).

Reviewed by:

  
\_\_\_\_\_  
Division Manager

Reviewed by:

  
\_\_\_\_\_  
Department Director

Reviewed by:

  
\_\_\_\_\_  
Chief Financial Officer

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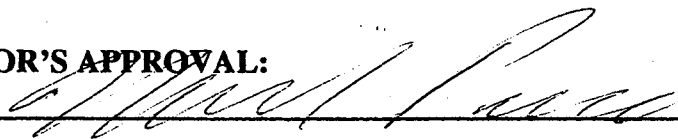
**DATE:** July 12, 2007

**TO:** Administration Committee  
Regional Council

**FROM:** Debbie Dillon, Human Resources Manager, 213-236-1870  
dillon@scag.ca.gov

**SUBJECT:** Merit Pay Program

## EXECUTIVE DIRECTOR'S APPROVAL:



## RECOMMENDED ACTIONS:

The Personnel Committee acted on June 21, 2007 to recommend the following actions:

- Approve completion of merit pay pilot status
- Approve 1% increase for each merit pay compensation rating category as follows:
  - Meets Expectations 2-4%
  - Above Expectations 5-7%
  - Excels 8-10%

## SUMMARY:

On June 7, 2001, the Regional Council approved recommendations contained in the Compensation study conducted by Personnel Concepts, Inc. One component of that study was the recommendation to implement a Pay for Performance Program. The parameters of that study have been the basis for SCAG's performance evaluation process and compensation planning during the last four and half years.

Policy direction from the Regional Council in 2001 included applying a Pay for Performance Program to all employees in the senior level positions and above. This included executive management, managers, supervisors, leads, and seniors. All other employees were to stay on the current compensation system until a later date. To assist in the implementation of the Pay for Performance Program, a new performance evaluation process was implemented during fiscal year 2002/2003.

In November 2003 the Personnel Committee received a report on the status of the program and information that staff expected to recommend an extension of the program to the rest of the staff in June 2004.

In April 2004 the Personnel Committee received a status report and a staff recommendation to extend the Pay for Performance program to all employees for a two-year pilot period. The Personnel Committee provided input and recommended to the Administration Committee and the Regional Council in May 2004 to extend the two-year pilot program to all staff effective July 2004.

# REPORT

The Regional Council approved the Merit Pay two-year pilot program in July 2004 and requested periodic updates.

In July 2004 all employees were evaluated and compensated under the Merit Pay pilot program.

In October 2004, May 2005, October 2005, and October 2006 program status reports were provided to the Personnel Committee.

In December 2006, the Regional Council acted to recommend that the pilot program be extended through July 2007 to allow further refinements to the program.

## BACKGROUND:

SCAG staff receives compensation adjustments only through the Merit Pay Program. The percentage increases per rating category, as approved by the Regional Council in 2001, are as follows:

Evaluation Rating	Percentage Adjustment
Excels	7-9%
Above Standards	4-6%
Meets Standards	1-3%
Needs Improvement or Unsatisfactory	0

SCAG staff does not receive cost of living adjustments and they do not receive step increases. The salary ranges may be adjusted annually if they are determined by a salary survey to no longer be at the Regional Council approved level of the 75<sup>th</sup> percentile. Only those employees that fall below the new bottom of the range are adjusted at the time of a range change. A salary survey is conducted annually to determine if adjustments are necessary. Any suggested changes to the ranges are provided to this committee prior to implementation.

## EVALUATION RATING STATISTICS & SALARY ADJUSTMENTS:

The evaluation rating statistics and applicable salary adjustments are listed on the following page. The Excels and Needs Improvement rating categories have remained relatively constant for each year. While the Above Standards category has gradually increased and the Meets Standards category has gradually decreased. This is reflective of the performance of the organization as a whole, in that it has improved in the last four and a half years.

In July 2003, employees below the senior level were eligible for a 3% or 0% salary adjustment based on the prior evaluation system. In July 2004, all employees became eligible for the Merit Pay program.

In all years of the program, employees who are at the top of the salary range received a lump sum equivalent to the percentage that was over the top salary range. Effective in July 2006, these lump sum payments are counted by CalPERS as part of an employee's eligible compensation. This became effective with the lump sum payments in July 2006.

# REPORT

## EVALUATION RATING STATISTIC & SALARY ADJUSTMENT TABLE

Evaluation Rating Scale	July 2003 Ratings	July 2003 % Salary Adj.*	July 2004 Ratings	July 2004 % Salary Adj.	July 2005 Ratings	July 2005 % Salary Adj.	July 2006 Ratings	July 2006 % Salary Adj.
Excels	17 or 17%	8%	13 or 13%	7%	11 or 12%	7%	10 or 13%	7%
Above	23 or 22%	5%	31 or 31%	5%	35 or 38%	5%	35 or 44%	5%
Meets Standard	59 or 57%	3%	51 or 51%	3%	43 or 47%	3%	32 or 40%	3%
Needs Improvement	4 or 4%	0	6 or 6%	0	2 or 2%	0	3 or 4%	0
Unsatisfactory	0	0	0	0	0	0	0	0
<b>TOTAL**</b>	<b>103</b>		<b>101</b>		<b>91</b>		<b>80</b>	

\* Employees below Senior Level received 3%; all-other employees eligible for more than 3%.

\*\* Excludes Probationary Employees

Average overall salary increase for fiscal years 2002/2003, 2004/2005 and 2005/2006 were 3.64%, 4.3% and 4.10%, respectively.

Performance evaluation and performance management training was provided in November 2004, May 2005, spring 2006 and November 2006 for all management/supervisory employees. The current review cycle is scheduled for completion in July 2007.

We are continually improving the process and continue to refine the linkage between the employee performance agreement, professional development goals, the mission statement, values statement and the rating criteria. We are updating the performance agreement and the performance evaluation forms for FY 07/08 to incorporate the April 2007 SCAG Values Statement and input received from managers and directors. After more than four years of using a standardized evaluation form and process, we are experiencing improvements in the overall performance of the organization and the staff. The rating distribution is a good indicator of the performance of the organization as a whole. We determine the success of the program based on the rating statistics, the content of the written evaluations, and the effectiveness of performance management on improving staff performance.



# REPORT

Starting in July 2008, managers will have the discretion to recommend varying levels of pay within the same rating category for their staff. During the pilot status, we applied a fixed percentage in each rating category for the given level of performance. Now that the program is more sophisticated and the evaluators are more experienced, they will be provided with more discretion in recommending pay. For example, a manager with four employees rated as overall Meets Expectations but whose performance varies within the Meets category can recommend between 2-4% per employee depending on their performance level within the category. During the pilot status, all employees whose performance was rated as Meets Expectations received the same merit payment amount regardless of the level of performance within the Meets category.

## CONCLUSION:

We are requesting completion of the pilot status of the program based on the program's effectiveness over the last four and half years and because of the importance of the program. The program greatly enhances the quality and quantity of work and the performance management of the organization. The organization has benefited from implementing the system agency wide and will continue to benefit from the program as it evolves and is continuously improved.

We are requesting an additional 1% for each merit pay compensation rating category based on our experience with salary administration practices. A separate study was conducted by Human Resources to determine methods to improve SCAG's ability to attract and retain employees. This study is covered more thoroughly in the information item 6.1. However, in summary, this is an additional component that will assist SCAG in attracting and retaining high quality employees.

## FISCAL IMPACT:

Each year SCAG applies the merit pay amounts within the established range based on the rating distribution and budget availability. It is anticipated that the next round of ratings will follow a similar pattern and that adequate funds are budgeted to cover the requested increase of 1% at the top of each range. SCAG will still retain the discretion to withhold the upper ends of the range if budget is not available to cover the rating distribution.

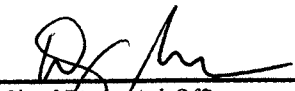
Reviewed  
by:

  
\_\_\_\_\_  
Division Manager

Reviewed  
by:

\_\_\_\_\_  
Department Director

Reviewed  
by:

  
\_\_\_\_\_  
Chief Financial Officer

# MEMO

**DATE:** July 12, 2007

**TO:** Administration Committee  
Regional Council

**FROM:** Debbie Dillon, Human Resources Manager, 213-236-1870, dillon@scag.ca.gov

**SUBJECT:** Salary Administration and Tuition Reimbursement Revisions

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## BACKGROUND:

SCAG staff met with the Personnel Committee in April and June to 2007 to gather input into finalizing the following changes in salary administration process and procedures as well as the tuition reimbursement program. The following changes will be implemented by Executive Management this fiscal year:

- Increasing the minimum salary for all salary ranges to reduce the percentage spread of the ranges from 50% to 30%.
- Providing management the discretion to give larger than 5% increases for some promotions and reclassifications based on specific criteria.
- Establishing 2.5% increases for lateral transfers that occur through the recruitment process within and across divisions.
- Increasing the tuition reimbursement annual benefit from \$1,000 per calendar year to the California State University (CSU) system annual fee schedule. In 2007 the CSU fee schedule is \$3,200.00.

Human Resources staff conducted a study to determine methods to improve SCAG's ability to attract and retain employees. Salary administration refers to the structure of the ranges as well as how salaries are determined for new employees and how employees progress through the salary ranges. The study collected information from our survey agencies regarding percentage spread of salary ranges, amount of merit increases, how general increases are applied to salary ranges and any mechanisms used to adjust salaries because of inequities. Two of the major issues that SCAG has encountered in the last several years are:

- Maintaining internal salary equity between long service employees (more than 5 years of service) and new hires.
- Providing competitive starting salaries for entry level and less experienced new employees.

SCAG sets its maximum salary based on the 75<sup>th</sup> percentile of a very competitive market, but the actual pay of entry level employees falls below the median because of SCAG's longer than average salary ranges. In addition, SCAG employees progress more slowly through the salary ranges because of smaller annual increases than our comparison agencies. Experienced new hires often command a higher base salary than long-tenured SCAG employees thereby creating individual inequities because our employees progress more slowly through the salary range.

# MEMO

The number of employees hired in the last several years made the weaknesses of our salary administration procedures more pronounced especially their negative effect on employee morale and recruitment of entry level employees.

**Salary Range Structure** - A survey of our comparison group indicates that our salary ranges are almost 20% longer. The average percentage spread from the minimum to the maximum of the range is approximately 33%. SCAG's salary range percentage spread is 50%. Therefore, although the top of our salary ranges is very competitive, the minimum salaries are 10% to 20% below our target in the market. This affects our ability to hire entry level employees. In the last year we have hired ten planners, half of those were hired were entry level employees. Currently if a planner is hired at the minimum of the range and receives only "meets" rating, it will take the employee 13 years from the date of hire to reach the current maximum of the journey level range. In other public agencies the typical time to reach the future maximum would be six to seven years.

**Individual Equity Problems** - Experienced new hires frequently have higher salaries than SCAG employees who are equal in or have more experience than the new employees. In the last year SCAG has hired 24 experienced employees, journey level or higher. Half of those employees were hired within the top 10% of the salary range. Human Resources consistently compares the experience and salary of new hires with current employees, but frequently there is no choice but to offer a salary higher than current employees in the same or related class to fill the position. Providing larger percentage increases for reclassification, promotion and transfer will provide more opportunities to prevent and correct individual inequity problems.

**Tuition Reimbursement Program** - SCAG has maintained a tuition reimbursement benefit level of \$1,000.00 per calendar year for many years. During discussions with the Personnel Committee at the last meeting, committee members encouraged staff to improve the benefit and provided several examples for consideration. SCAG staff researched other agencies and has recommended that the benefit level be improved to match the cost of the California State University system annual fees. The current CSU fee structure is \$3200.00 for a full-time load.

## FISCAL IMPACT:

No fiscal impact in fiscal year 2007/2008. Adequate funds are available to cover the estimated costs of each of these changes as listed below:

- **Reducing Percentage Spread of Salary Ranges by 20%** - \$100,000 in FY 07/08
- **Provide More Than 5% Increases for Some Promotions/Reclassifications** - Promotions \$44,780; Reclassifications \$44,540 in FY 07/08
- **Provide 2.5% for Later Transfers** - \$3,500.00 in FY 07/08
- **Enhance Tuition Reimbursement Program Benefit** - \$9,400.00 in FY 07/08. The tuition reimbursement program budget was increased in the adopted FY 07/08 budget to cover the anticipated costs of improving the benefit this year.

# MEMO

Reviewed by:

  
Division Manager

Reviewed by:

\_\_\_\_\_  
Department Director

Reviewed by:

  
Chief Financial Officer

# MEMO

**DATE:** July 12, 2007

**TO:** Administration Committee and Regional Council

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** CFO Monthly Report for May 2007

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## Accounting

The Accounting Division initiated meetings with effected staff on the development of a new work breakdown structure (WBS). Under the new structure, budgetary control will reside at the project and account level instead of WBS level.

The Repo Sweep investment account became operational. We are now earning 3.75% per annum on previously uninvested checking account balances.

The Finance Department prepared a Balanced Scorecard reporting format to be used as a tool to evaluate working unit performance. It could serve as a prototype for other units in SCAG.

## Budget and Grants (B & G)

The Final 07-08 OWP was approved by the RC at the May meeting. Budget and Grants Division, (B & G), began establishing the FY 07-08 OWP, Indirect (IC) and General Fund (GF) budgets in SCAG's financial management system, SAP.

The FY 06-07 3rd Quarter progress report meeting was conducted with Caltrans in early May. Planning as well as some programming activities continued with ISD staff in developing the new consolidated budget development system. The B & G staff also provided the Contracts Division section with Sub regional project budget information for the completion of the Continuing Cooperative Agreements.

Budget Training Sessions for project managers were conducted in late May and B & G continued to provide technical assistance to staff on OWP, contract budget and grant issues.

Grant development work was completed in collaboration with program staff and local transit agencies for submittal of a federal funding request for Bus and Bus Facilities Discretionary monies. On an ongoing basis, opportunities for grant funds were reviewed and analyzed.

# MEMO

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## Contracts:

The Contracts Division awarded 3 contracts, issued 15 contract amendments, issued 1 Request for Proposal. Contract's staff also completed issuing Continuing Cooperative Agreements to all sub regions to support FY 2008 work plans. Stop work notices were issued for FY07 contracts in preparation for annual contract closeout activities. Staff also began preparing contract amendments for work continuing into the new fiscal year and began RFP preparation for new work planned at the beginning of the new fiscal year funding cycle.

Submitted by:

  
\_\_\_\_\_  
*Chief Financial Officer*

**Southern California Association of Governments  
Total Budget vs. Actual Expenditures and Encumbrances  
For the Eleven Months Ending May 31, 2007**

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	\$15,293,452	\$356,815	\$ 35,000	\$15,685,267	\$12,574,129	\$ 250,091	\$2,861,047	18%
Consultants & Professional Services	17,799,082	1,039,755	(25,000)	18,813,837	5,391,528	10,614,786	\$2,807,523	15%
Sub Region Consultants & Staff Projects	4,268,112	(180,000)	(10,000)	4,078,112	505,885	3,229,638	\$342,589	8%
Direct & Indirect Costs	5,379,519	(335,259)	-	\$,044,260	3,595,082	932,479	\$516,699	10%
All Other	3,875,094	1,104,580	-	4,979,674	1,266,548	-	\$3,713,126	75%
<b>Total</b>	<b>\$ 46,615,259</b>	<b>\$ 1,985,891</b>	<b>\$ -</b>	<b>\$ 48,601,150</b>	<b>\$ 23,333,172</b>	<b>\$ 15,026,994</b>	<b>\$ 10,240,984</b>	<b>21%</b>

- 1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.
- 2) OWP Admin Amend 1 approved by Caltrans on August 15, 2006.
- 3) OWP Admin Amend 2 approved by Caltrans on December 7, 2006.
- 4) OWP Admin Amend 3 approved by Caltrans on March 15, 2007.
- 5) OWP Admin Amend 4 approved by Caltrans on March 27, 2007.
- 6) General Fund budget changes due to RHNA staff and travel.

**Southern California Association of Governments**  
**General Fund Budget vs. Actual Expenditures and Encumbrances**  
**For the Eleven Months Ending May 31, 2007**

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget		e Expenditures	f Encumbrances	(d-e-f) g Budget Balance		h % Budget Remaining
				Forecasted Budget				Budget Balance		
Salaries and Fringe Benefits	\$100,000	\$ 365,001	\$ 35,000	\$ 500,001		\$605,915	\$ -	(\$105,914)		-21%
Consultant and Professional Services	513,050	25,000	(25,000)	513,050		246,743	229,265	\$37,042		7%
Regional Council (RC) Support	304,800	45,000	(10,000)	339,800		204,667	19,753	\$115,380		34%
RC Special Projects and Sponsorships	109,800	(10,000)	-	99,800		35,123	52,500	\$12,177		12%
All other Budget Categories	493,953	(425,000)	-	68,953		31,851	-	\$37,102		54%
<b>Total</b>	<b>\$ 1,521,603</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 1,521,604</b>		<b>\$ 1,124,299</b>	<b>\$ 301,518</b>	<b>\$ 95,787</b>		<b>6%</b>

1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.

2) General Fund budget changes due to RHNA staff and travel.



**Budget v. Actual and Encumbrances  
Through May 2007**

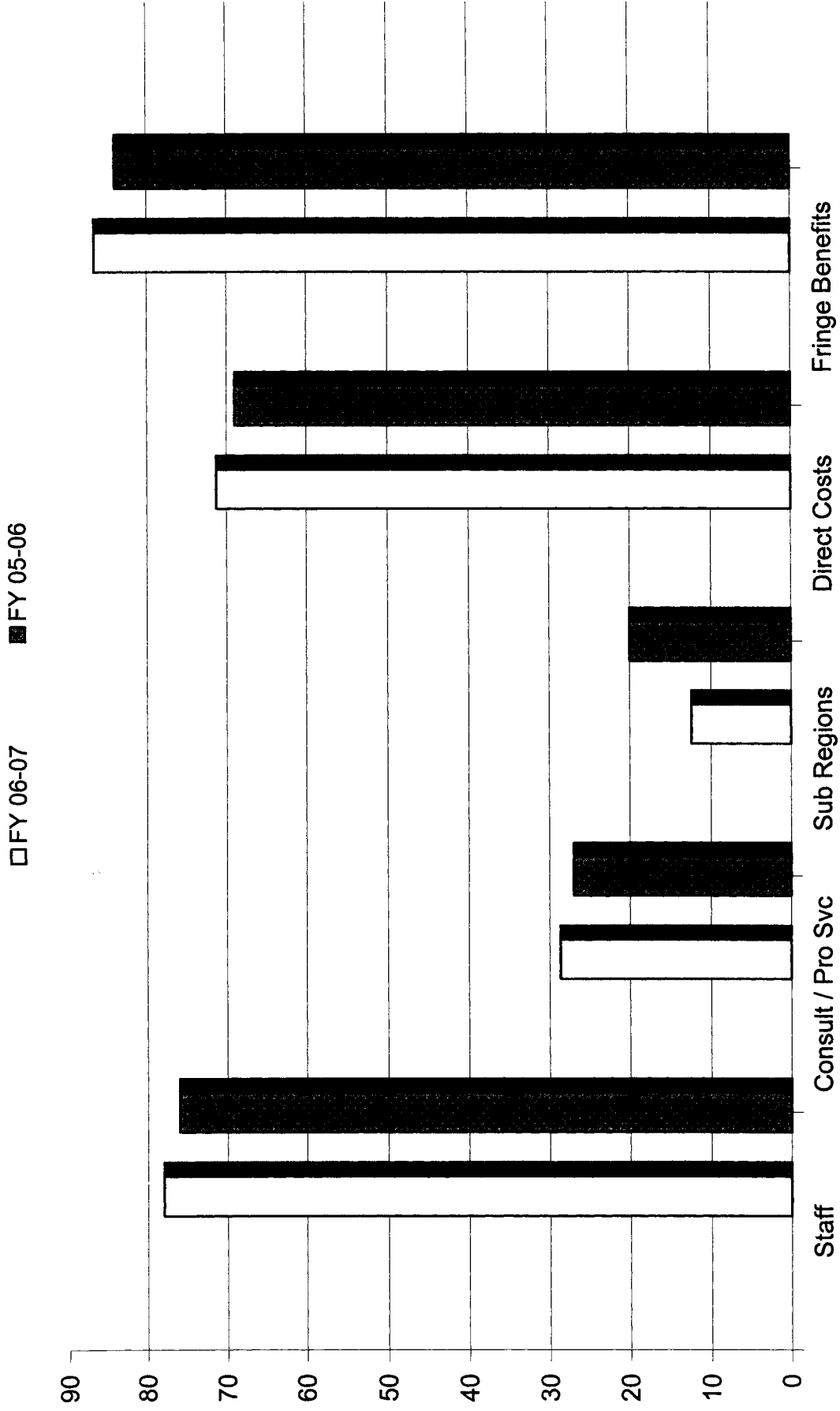
	Original Budget	Budget Changes	Revised Budget	Yr to Date		Pct of Bud	Encum- brances	YTD		Pct of Bud
				Expenditures Thru May	Balance			Expenditures Plus Encumbrs	Balance	
<b>Staff</b>										
Salaries	10,605,287	276,815	10,882,102	8,444,052	2,438,050	78%	-	8,444,052	2,438,050	78%
Temporary Help	395,920	80,000	475,920	412,539	63,381	87%	250,091	662,630	(186,710)	139%
	<b>11,001,207</b>	<b>356,815</b>	<b>11,358,022</b>	<b>8,856,591</b>	<b>2,501,431</b>	<b>78%</b>	<b>250,091</b>	<b>9,106,682</b>	<b>2,251,340</b>	<b>80%</b>
<b>Consultant / Professional Services</b>										
SCAG Consultant	17,254,082	1,009,255	18,263,337	5,242,481	13,020,856	29%	10,311,306	15,553,787	2,709,550	85%
Legal Services	535,000	35,000	570,000	146,047	423,953	26%	284,237	430,284	139,716	75%
Professional Services	10,000	(4,500)	5,500	3,000	2,500	55%	19,243	22,243	(16,743)	404%
	<b>17,799,082</b>	<b>1,039,755</b>	<b>18,838,837</b>	<b>5,391,528</b>	<b>13,447,309</b>	<b>29%</b>	<b>10,614,786</b>	<b>16,006,314</b>	<b>2,832,523</b>	<b>85%</b>
<b>Sub Regions</b>										
Subregional Consultant	3,021,696	(75,058)	2,946,638	416,253	2,530,385	14%	2,175,852	2,592,105	354,533	88%
Subregional Staff Projects	1,246,416	(104,942)	1,141,474	89,632	1,051,842	8%	1,053,786	1,143,418	(1,944)	100%
	<b>4,268,112</b>	<b>(180,000)</b>	<b>4,088,112</b>	<b>505,885</b>	<b>3,582,227</b>	<b>12%</b>	<b>3,229,638</b>	<b>3,735,523</b>	<b>352,589</b>	<b>91%</b>
<b>Direct Costs</b>										
Internet Access Fees	3,000	-	3,000	2,161	839	72%	917	3,078	(78)	103%
Software Support	506,363	(80,000)	426,363	120,807	305,556	28%	12,375	133,182	293,181	31%
Hardware Support	57,000	-	57,000	49,798	7,202	87%	11,373	61,171	(4,171)	107%
Repair - Maintenance	0	-	0	0	0	0%	-	0	0	0%
Software Purchases	30,000	-	30,000	31,923	(1,923)	106%	6,529	38,452	(8,452)	128%
Office Rent - Main Office	1,200,807	-	1,200,807	1,275,354	(74,547)	106%	110,262	1,385,616	(184,809)	115%
Office Rent - Satellite Office	56,000	-	56,000	53,701	2,299	96%	-	53,701	2,299	96%
Equipment Leases	511,247	-	511,247	419,801	91,446	82%	54,069	473,870	37,377	93%
Equipment Repairs	34,730	-	34,730	13,930	20,800	40%	6,037	19,967	14,763	57%
Insurance	183,985	-	183,985	181,775	2,210	99%	-	181,775	2,210	99%
Payroll and Bank Process Fee	34,500	-	34,500	21,515	12,985	62%	-	21,515	12,985	62%
Office Supplies	115,500	-	115,500	108,441	7,059	94%	90,225	198,666	(83,166)	172%
Office Maintenance	-	-	-	-	-	0%	-	-	0	0%
Small Office Purchase	496,095	-	496,095	177,810	318,285	36%	341,249	519,059	(22,964)	105%
Telephone Charges	90,526	-	90,526	70,023	20,503	77%	140	70,163	20,363	78%
Postage and Delivery	82,000	-	82,000	50,940	31,060	62%	29,187	80,127	1,873	98%
SCAG Memberships	97,814	-	97,814	80,104	17,710	82%	-	80,104	17,710	82%
Professional Memberships	10,980	-	10,980	4,964	6,016	45%	3,309	8,273	2,707	75%
Resource Materials and Subs	43,550	-	43,550	141,999	(98,449)	326%	85,897	227,896	(184,346)	523%
Depreciation - Furniture	5,000	-	5,000	8,695	(3,695)	174%	-	8,695	(3,695)	174%
Depreciation - Computer	40,000	-	40,000	33,990	6,010	85%	-	33,990	6,010	85%
Amortization Lease	0	-	0	1,722	(1,722)	0%	-	1,722	(1,722)	0%
Capital Outlay	44,000	(44,000)	0	-	0	0%	-	0	0	0%
Recruitment Notices	25,000	-	25,000	11,255	13,745	45%	12,047	23,302	1,698	93%
Public Notices	65,000	(8,000)	57,000	1,022	55,978	2%	6,040	7,062	49,938	12%
Staff Training	181,000	107,500	288,500	142,385	146,115	49%	31,004	173,389	115,111	60%
RC & Committee Meetings	22,000	-	22,000	13,112	8,888	60%	11,130	24,242	(2,242)	110%
RC Retreat	17,500	-	17,500	14,800	2,700	85%	200	15,000	2,500	86%
RC General Assembly	17,500	-	17,500	20,400	(2,900)	117%	5,455	25,855	(8,355)	148%

**Budget v. Actual and Encumbrances  
Through May 2007**

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru May	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Other Meeting Expense	46,500	47,400	93,900	28,919	64,981	31%	30,767	59,686	34,214	64%
Miscellaneous	168,583	6,141	174,724	18,853	155,871	11%	5,954	24,807	149,917	14%
RC Meeting Stipends	130,000	-	130,000	98,455	31,545	76%	-	98,455	31,545	76%
Letter of Credit Interest	75,000	(34,161)	40,839	5,000	35,839	12%	-	5,000	35,839	12%
Caltrans Rapid Pay Fees	1,000	-	1,000	900	100	90%	-	900	100	90%
Cash Contributions to Projects	346,839	(346,839)	0	(1,574)	1,574	0%	-	(1,574)	1,574	0%
Printing	190,000	6,500	196,500	66,210	130,290	34%	25,463	91,673	104,827	47%
Travel	305,400	20,200	325,600	225,125	100,475	69%	-	225,125	100,475	69%
Travel - Lod > Per Diem	3,000	-	3,000	5,442	(2,442)	181%	-	5,442	(2,442)	181%
Travel - Event Registration	28,800	-	28,800	60,202	(31,402)	209%	350	60,552	(31,752)	210%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
RC Special Projects	18,000	-	18,000	10,824	7,176	60%	50,000	60,824	(42,824)	338%
RC Sponsorships	91,800	(10,000)	81,800	24,299	57,501	30%	2,500	26,799	55,001	33%
	<b>5,379,519</b>	<b>(335,259)</b>	<b>5,044,260</b>	<b>3,595,082</b>	<b>1,449,178</b>	<b>71%</b>	<b>932,479</b>	<b>4,527,561</b>	<b>516,699</b>	<b>90%</b>
<b>Fringe Benefits</b>										
Vacation Accrual Reconciliation	-	-	-	0	0	0%	-	0	0	0%
Severance Pay	-	-	-	0	0	0%	-	0	0	0%
Sick Leave Payback	-	-	-	0	0	0%	-	0	0	0%
Compensation Awards	-	-	-	7,539	(7,539)	0%	-	7,539	(7,539)	0%
Retirement - PERS	1,958,949	-	1,958,949	1,427,203	531,746	73%	-	1,427,203	531,746	73%
Retirement - PARS	58,045	-	58,045	285,687	(227,642)	492%	-	285,687	(227,642)	492%
Health Insurance	1,185,855	(260,000)	925,855	785,735	140,120	85%	-	785,735	140,120	85%
Dental Insurance	117,067	-	117,067	81,030	36,037	69%	-	81,030	36,037	69%
Vision Insurance	39,159	-	39,159	24,623	14,536	63%	-	24,623	14,536	63%
Life Insurance	95,000	-	95,000	81,577	13,423	86%	-	81,577	13,423	86%
Medical & Dental Cash Rebat	240,000	260,000	500,000	514,022	(14,022)	103%	-	514,022	(14,022)	103%
Medicare Tax	157,977	-	157,977	123,010	34,967	78%	-	123,010	34,967	78%
Tuition Reimbursements	5,000	-	5,000	4,000	1,000	80%	-	4,000	1,000	80%
Bus Passes	23,250	(12,500)	10,750	12,021	(1,271)	112%	-	12,021	(1,271)	112%
Carpool Reimbursements	4,120	-	4,120	2,590	1,530	63%	-	2,590	1,530	63%
Bus Passes - Taxable	54,000	12,500	66,500	61,058	5,442	92%	-	61,058	5,442	92%
Workers Comp Insurance	236,900	-	236,900	234,722	2,178	99%	-	234,722	2,178	99%
Misc. Employee Benefits	11,923	-	11,923	(6,457)	18,380	-54%	-	(6,457)	18,380	-54%
Unemployment Insurance	25,000	-	25,000	7,178	17,822	29%	-	7,178	17,822	29%
Deferred Comp Match	76,500	-	76,500	68,608	7,892	90%	-	68,608	7,892	90%
Benefit Administration Fees	3,500	-	3,500	3,392	108	97%	-	3,392	108	97%
	<b>4,292,245</b>	<b>-</b>	<b>4,292,245</b>	<b>3,717,538</b>	<b>574,707</b>	<b>87%</b>	<b>-</b>	<b>3,717,538</b>	<b>574,707</b>	<b>87%</b>
<b>Other</b>										
Soft Match Contributions	4,025,853	203,136	4,228,989	1,098,273	3,130,716	26%	-	1,098,273	3,130,716	26%
Exp - Local cash	165,625	148,212	313,837	168,275	145,562	54%	-	168,275	145,562	54%
Reconcile to Burden	(316,384)	753,232	436,848	0	436,848	0%	-	0	436,848	0%
	<b>3,875,094</b>	<b>1,104,580</b>	<b>4,979,674</b>	<b>1,266,548</b>	<b>3,713,126</b>	<b>25%</b>	<b>0</b>	<b>1,266,548</b>	<b>3,713,126</b>	<b>25%</b>
<b>Grand totals:</b>	<b>46,615,259</b>	<b>1,985,891</b>	<b>48,601,150</b>	<b>23,333,172</b>	<b>25,267,978</b>	<b>48%</b>	<b>15,026,994</b>	<b>38,360,166</b>	<b>10,240,984</b>	<b>79%</b>

Southern California Association of Governments  
Agency Wide Comparison

% of Budget Spent @ 92% of year



**Budget v. Actual and Encumbrances**  
**General Fund Only**  
**Through May 2007**

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures		Balance	Pct of Bud	Encum- brances	YTD Expenditures		Balance	Pct of Bud
				Thru May	May				Plus Encumbrs			
<b>Staff</b>												
Salaries	31,264	113,156	144,420	184,524	184,524	(40,104)	128%	-	184,524	(40,104)	128%	
Fringe Burden	17,239	62,394	79,633	107,427	107,427	(27,794)	135%	-	107,427	(27,794)	135%	
Indirect Burden	51,497	189,451	240,948	313,964	313,964	(73,016)	130%	-	313,964	(73,016)	130%	
	100,000	365,001	465,001	605,915	605,915	(140,914)	130%	-	605,915	(140,914)	130%	
<b>Consultant / Professional Services</b>												
SCAG Consultant	313,050	25,000	338,050	225,345	225,345	112,705	67%	85,662	311,007	27,043	92%	
Legal Services	200,000	-	200,000	21,398	21,398	178,602	11%	143,603	165,001	34,999	83%	
Professional Services	-	-	-	-	-	-	0%	-	-	-	0%	
	513,050	25,000	538,050	246,743	246,743	291,307	46%	229,265	476,008	62,042	88%	
<b>Regional Council Support</b>												
TRAINING	25,000	25,000	50,000	-	-	50,000	0%	-	-	50,000	0%	
RC & Committee Meetings	22,000	-	22,000	12,959	12,959	9,041	59%	10,465	23,424	(1,424)	106%	
RC Retreat	17,500	-	17,500	14,800	14,800	2,700	85%	200	15,000	2,500	86%	
RC General Assembly	17,500	-	17,500	20,401	20,401	(2,901)	117%	5,455	25,856	(8,356)	148%	
Other Meeting Expense	20,000	10,000	30,000	3,118	3,118	26,882	10%	3,237	6,355	23,645	21%	
Miscellaneous	21,500	-	21,500	6,565	6,565	14,935	31%	396	6,961	14,539	32%	
RC Meeting Stipends	130,000	-	130,000	98,455	98,455	31,545	76%	-	98,455	31,545	76%	
Travel	40,800	10,000	50,800	39,881	39,881	10,919	79%	-	39,881	10,919	79%	
Travel - Lod. > Per Diem	3,000	-	3,000	5,117	5,117	(2,117)	171%	-	5,117	(2,117)	171%	
Travel - Event Registration	4,000	-	4,000	3,371	3,371	629	84%	-	3,371	629	84%	
AMPO Board Expense	-	-	-	-	-	-	0%	-	-	-	0%	
NARC BOARD EXPENSE	3,500	-	3,500	-	-	3,500	0%	-	-	3,500	0%	
	304,800	45,000	349,800	204,667	204,667	145,133	59%	19,753	224,420	125,380	64%	
<b>RC Special Projects and Sponsorships</b>												
RC Special Projects	18,000	-	18,000	10,824	10,824	7,176	60%	50,000	60,824	(42,824)	338%	
RC Sponsorships	91,800	(10,000)	81,800	24,299	24,299	57,501	30%	2,500	26,799	55,001	33%	
	109,800	(10,000)	99,800	35,123	35,123	64,677		52,500	87,623	12,177		
<b>All Other Budget Categories</b>												
Payroll Bank Fees	4,500	-	4,500	4,664	4,664	(164)	104%	-	4,664	(164)	104%	
Office Supplies	-	-	-	247	247	(247)	0%	-	247	(247)	0%	
SCAG Memberships	22,614	-	22,614	22,614	22,614	-	100%	-	22,614	-	100%	
Capital Outlay	44,000	(44,000)	-	-	-	-	0%	-	-	-	0%	
Recruitment Notice	-	-	-	-	-	-	0%	-	-	-	0%	
Letter of Credit Interest	75,000	(34,161)	40,839	5,000	5,000	35,839	12%	-	5,000	35,839	12%	
Caltrans Rapid Pay Fees	1,000	-	1,000	900	900	100	90%	-	900	100	90%	
Cash Contributions to Projects	346,839	(346,839)	-	(1,574)	(1,574)	1,574	0%	-	(1,574)	1,574	0%	
	493,953	(425,000)	68,953	31,851	31,851	37,102	46%	-	31,851	37,102	46%	
<b>Grand totals:</b>	<b>1,521,603</b>	<b>1</b>	<b>1,521,604</b>	<b>1,124,299</b>	<b>1,124,299</b>	<b>397,305</b>	<b>74%</b>	<b>301,518</b>	<b>1,425,817</b>	<b>95,787</b>	<b>94%</b>	